Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

System Administration

June 5, 2015

Version 1.3

Table of Contents

TABLE OF CONTENTS **2**

REVISION HISTORY **11**

1 OVERVIEW **12**

2 SYSTEM LOG VIEWER **17**

3 ROLE CONFIGURATION **20**

4 DEFAULT TITLE ROLES **23**

5 CITIES **25**

5.1 Edit Cities Page 27

5.2 Delete Cities Page 28

5.3 Add Cities Page 29

6 STATES **30**

6.1 Edit States Page 32

6.2 Delete States Page 33

6.3 Add States Page 34

7 COUNTIES **35**

7.1 Edit Counties Page 37

7.2 Delete Counties Page 38

7.3 Add Counties Page 39

8 ZIPS **40**

8.1 Edit Zip Codes Page 42

8.2 Delete Zip Codes Page 43

8.3 Add Zip Codes Page 44

9 GEO LOCATIONS **45**

9.1 Edit Geo Locations Page 47

9.2 Delete Geo Locations Page 48

9.3 Add Geo Locations Page 49

10 ADD FORMS 50

11 STATE CONFIGURATION SETTINGS 53

12 BANK DISPOSITIONS 56
12.1 Edit Bank Dispositions Page 58
12.2 Delete Bank Dispositions Page 59
12.3 Add Bank Dispositions Page 60

13 CATEGORY GROUPS 61
13.1 Edit Category Groups Page 63
13.2 Delete Category Groups Page 64
13.3 Add Category Groups Page 65

14 CONTACT METHODS 66
14.1 Edit Methods Page 68
14.2 Delete Methods Page 69
14.3 Add Methods Page 70

15 CONTACT TITLES 71
15.1 Edit Contact Titles Page 73
15.2 Delete Contact Titles Page 74
15.3 Add Contact Titles Page 75

16 DISPOSITIONS 76
16.1 Edit Dispositions Page 78
16.2 Delete Dispositions Page 79
16.3 Add Dispositions Page 80

17 PACKAGES 81
17.1 Edit Packages Page 83
17.2 Delete Packages Page 84
17.3 Add Packages Page 85

18 PHONE TYPES 86
18.1 Edit Phone Types Page 88
18.2 Delete Phone Types Page 89
18.3 Add Phone Types Page 90

19 PRODUCTS 91
19.1 Edit Products Page 93
19.2 Delete Products Page 94
19.3 Add Products Page 95

20 REJECT REASONS 96
20.1 Edit Reject Reasons Page 98
20.2 Delete Reject Reasons Page 99
20.3 Add Reject Reasons Page 100

21 SYSTEM ACCESS REPORT 101

22 WIC USER PROFILES 103

23 PRINT TEST CHECKS 106

24 ASSESSMENTS SETUP 107
24.1 Add Assessments Page 109
24.2 Edit Assessments Page 114

25 ASSESSMENT TYPES 119
25.1 Edit Assessment Types 121
25.2 Delete Assessment Types 122
25.3 Add Assessment Types 123

26 PROBING & TOPIC QUESTIONS 124

27 BF PROMO ITEMS 126
27.1 Edit BF Promo Items Page 128
27.2 Delete BF Promo Items Page 129
27.3 Add BF Promo Items Page 130

28 BMI ANTHROPOMETRIC 131
28.1 Edit BMI Anthropometric Page 133
28.2 Delete BMI Anthropometric Page 134
28.3 Add BMI Anthropometric Page 135

29 BP INACTIVE REASONS 136
29.1 Edit BP Inactive Reasons Page 138

29.2 Delete BP Inactive Reasons Page 139
29.3 Add BP Inactive Reasons Page 140

30 BP STATUSES 141
30.1 Edit Statuses Page 143
30.2 Delete Statuses Page 144
30.3 Add Statuses Page 145

31 BREAST PUMP TYPES 146
31.1 Edit Breast Pump Types Page 148
31.2 Delete Breast Pump Types Page 149
31.3 Add Breast Pump Types Page 150

32 GROUPS 151
32.1 Edit Groups Page 153
32.2 Delete Groups Page 154
32.3 Add Groups Page 155

33 HC PAYEES 156
33.1 Edit HC Payees Page 158
33.2 Delete HC Payees Page 159
33.3 Add HC Payees Page 160

34 IMMUNIZATIONS NOT ASSESSED 161
34.1 Edit Immunizations Not Assessed Page 163
34.2 Delete Immunizations Not Assessed Page 164
34.3 Add Immunizations Not Assessed Page 165

35 INCOME LEVELS 166
35.1 Edit Income Levels Page 168
35.2 Delete Income Levels Page 169
35.3 Add Income Levels Page 170

36 INCOME SOURCES 171
36.1 Edit Income Sources Page 173
36.2 Delete Income Sources Page 174
36.3 Add Income Sources Page 175

37 INCOME VERIFICATIONS 176

37.1 Edit Income Verifications Page 178
37.2 Delete Income Verifications Page 179
37.3 Add Income Verifications Page 180

38 MARITAL STATUSES 181

39 NCHS CLASSIFICATIONS 182
39.1 Edit NCHS Classifications Page 184
39.2 Delete NCHS Classifications Page 185
39.3 Add NCHS Classifications Page 186

40 NCHS TYPES 187
40.1 Edit NCHS Types Page 189
40.2 Delete NCHS Types Page 190
40.3 Add NCHS Types Page 191

41 NCHS DATA 192
41.1 Edit NCHS Data Page 194
41.2 Delete NCHS Data Page 195
41.3 Add NCHS Data Page 196

42 NO CONTACT REASONS 197
42.1 Edit Not Contact Reasons Page 199
42.2 Delete Not Contact Reasons Page 200
42.3 Add Not Contact Reasons Page 201

43 NOTE TYPES 202
43.1 Edit Note Types Page 204
43.2 Delete Note Types Page 205
43.3 Add Note Types Page 206

44 NUTR ED TOPICS 207
44.1 Edit Nutr Ed Topics Page 209
44.2 Delete Nutr Ed Topics Page 210
44.3 Add Nutr Ed Topics Page 211

45 ORIGINS 212
45.1 Edit Origins Page 214
45.2 Delete Origins Page 215

45.3 Add Origins Page 216

46 PENDING LAB CODES 217
46.1 Edit Pending Lab Codes Page 219
46.2 Delete Pending Lab Codes Page 220
46.3 Add Pending Lab Codes Page 221

47 PICKUP INTERVALS 222
47.1 Edit Pickup Intervals Page 224
47.2 Delete Pickup Intervals Page 225
47.3 Add Pickup Intervals Page 226

48 PROOF ADDRESSES 227
48.1 Edit Proof Addresses Page 229
48.2 Delete Proof Addresses Page 230
48.3 Add Proof Addresses Page 231

49 PROOF IDENTITIES 232
49.1 Edit Proof Identities Page 234
49.2 Delete Proof Identities Page 235
49.3 Add Proof Identities Page 236

50 RACE ETHNICITIES 237
50.1 Edit Race Ethnicities Page 239
50.2 Delete Race Ethnicities Page 240
50.3 Add Race Ethnicities Page 241

51 REASONS BF ENDED 242
51.1 Edit Reasons BF Ended Page 244
51.2 Delete Reasons BF Ended Page 245
51.3 Add Reasons BF Ended Page 246

52 REASONS NOT LINKED 247
52.1 Edit Reasons Not Linked Page 249
52.2 Delete Reasons Not Linked Page 250
52.3 Add Reasons Not Linked Page 251

53 REASONS NOT PRESENT 252
53.1 Edit Reasons Not Present Page 254

53.2 Delete Reasons Not Present Page 255
53.3 Add Reasons Not Present Page 256

54 TERM REASONS 257
54.1 Edit Term Reasons Page 259
54.2 Delete Term Reasons Page 260
54.3 Add Term Reasons Page 261

55 TOPICS 262
55.1 Edit Topics Page 264
55.2 Delete Topics Page 265
55.3 Add Topics Page 266

56 VOTER REGISTRATIONS 267
56.1 Edit Voter Registrations Page 269
56.2 Delete Voter Registrations Page 270
56.3 Add Voter Registrations Page 271

57 WEIGHT HEIGHT RANGES 272
57.1 Edit Weight Height Ranges Page 274
57.2 Delete Weight Height Ranges Page 275
57.3 Add Weight Height Ranges Page 276

58 BMI WEIGHT GAIN 277
58.1 Edit BMI Weight Gain Page 279
58.2 Delete BMI Weight Gain Page 280
58.3 Add BMI Weight Gain Page 281

59 BLOOD WORK TYPES 282
59.1 Edit Blood Work Types Page 284
59.2 Delete Blood Work Types Page 285
59.3 Add Blood Work Types Page 286

60 CATEGORIES 287
60.1 Edit Categories Page 290
60.2 Delete Categories Page 291
60.3 Add Categories Page 292

61 CATEGORY BLOOD WORK FACTORS 293

61.1 Edit Category Blood Work Factors Page 295
61.2 Delete Category Blood Work Factors Page 296
61.3 Add Category Blood Work Factors Page 297

62 ELEVATIONS 298
62.1 Edit Elevations Page 300
62.2 Delete Elevations Page 301
62.3 Add Elevations Page 302

63 CATEGORY BLOOD WORKS 303
63.1 Edit Category Blood Works Page 305
63.2 Edit Category Blood Works Page 306
63.3 Add Category Blood Works Page 307

64 COMMUNICATION TYPES 308
64.1 Edit Communication Types Page 310
64.2 Edit Communication Types Page 311
64.3 Add Communication Types Page 312

65 DISABILITIES 313
65.1 Edit Disabilities Page 315
65.2 Delete Disabilities Page 316
65.3 Add Disabilities Page 317

66 EDUCATION LEVELS 318
66.1 Edit Education Levels Page 320
66.2 Delete Education Levels Page 321
66.3 Add Education Levels Page 322

67 RACES 323
67.1 Edit Races Page 325
67.2 Delete Races Page 326
67.3 Add Races Page 327

68 ETHNIC GROUPS 328
68.1 Edit Ethnic Groups Page 330
68.2 Delete Ethnic Groups Page 331
68.3 Add Ethnic Groups Page 332

69 INCOME INTERVALS 333
69.1 Edit Income Intervals Page 335
69.2 Delete Income Intervals Page 336
69.3 Add Income Intervals Page 337

70 LANGUAGES 338
70.1 Edit Languages Page 340
70.2 Delete Languages Page 341
70.3 Add Languages Page 342

71 PRIORITIES 343
71.1 Edit Priorities Page 345
71.2 Delete Priorities Page 346
71.3 Add Priorities Page 347

72 RISK FACTOR TYPES 348
72.1 Edit Risk Factor Types Page 350
72.2 Delete Risk Factor Types Page 351
72.3 Add Risk Factor Types Page 352

73 RISK FACTORS 353

REVISION HISTORY

The chart below indicates revisions made to this document:

Version	Name	Brief Description of Change	Published
1.0	Chris Walker	Initial Draft	03-31-2015
1.1	Chris Walker	Edits in response to Maximus review.	05-28-2015
1.2	Chris Walker	Edits in response to Maximus review.	06-05-2015
1.3	Chris Walker	Additional Detail added to the Appointment Scheduling fields of Figure 30.	06-05-2015

1 OVERVIEW

This document is a Detailed Functional Design Document (DFDD) for the System Administration components of HANDS. This document discusses system administration functions that are general to the HANDS application. System Administration functions that are pertinent to a specific HANDS feature can be found within the DFDD document dedicated to that feature's subject matter as described below:

- **HANDS DFDD Appointment Scheduler**
  - Class Categories
  - Columns
  - Items
  - Nutr. Dis. Group Names
  - Services
- **HANDS DFDD EnrollandCert**
  - BMI Weight Gain
  - Blood Work Types
  - Categories
  - Category Blood Work Factors
  - Category Blood Works
  - Disabilities
  - Education Levels
  - Elevations
  - Income Intervals
  - Income Levels
  - Income Verifications
  - Languages
  - NCHS Classifications
  - NCHS Data
  - NCHS Types
  - Origins
  - Pending Lab Codes
  - Proof Addresses
  - Proof Identities
  - Races

  - Race Ethnicities
  - Ranges
  - Reasons Not Linked
  - Reasons Not Present
  - Risk Factor Types
  - Risk Factors (WIC Codes)
  - Term. Reasons
  - Voter Registration
  - Weight Height Ranges
- **HANDS DFDD Farmers Market**
  - Coupon Funds
  - Findings
  - Funding Sources
- **HANDS DFDD Food Package LA**
  - FB Lookup
  - Void Un-Issued Food Benefits
  - Un-Void Food Benefits
- **HANDS DFDD Food Package State**
  - Age Ranges
  - Cash Values
  - Containers
  - Formula Bases
  - Units of Measure
  - Food Groups
  - Food Subcategory
  - Food Items
  - Maximum Foods
  - Prorations
  - Food Package Categories
  - Food Packages
  - Void Reasons
  - FB Lookup

  - Un-Void Food Benefits
  - Void Un-Issued Food Benefits
- **HANDS DFDD Immunizations**
  - Immunizations Not Assessed
- **HANDS DFDD Nutrition Education**
  - Risk Factor Types
  - Risk Factors
  - Nutrition Education Types
  - Note Types
- **HANDS DFDD Operations Management**
  - Clinic Closed Reasons
  - Outreach Comm Types
  - Outreach Org. Types
  - Programs
  - Staff Titles
  - Time Study Categories
  - Title Categories
- **HANDS DFDD PI Clinic**
  - Resolve Dual Enrollment
  - Dual Enrollment Extracts
- **HANDS DFDD Vendor**
  - Application Milestone
  - Application Types
  - Bank Branches
  - Communication Types
  - Delivery Types
  - Disqualification Reasons
  - Education Locations
  - Education Trainers
  - Education Courses
  - FSP Regional Offices
  - Legal Rep Firms

- Milestone Types
- Owner Types
- Peer Groups
- Risk Factors
- Risk Levels
- Sanction Type Codes
- Statuses
- Step Types
- Terminations
- Vendor Types
- Violation Actions
- Violation Codes
- WIC Codes

- **HANDS DFDD PI DFDD**
  - Activity Types
  - Appeal Reason Codes
  - Case Statuses
  - Collection Types
  - Complaint Source Types
  - Complaint Statuses
  - Complaint Subjects
  - Compliance Case Designations
  - Compliance Case Types
  - Finding Codes
  - Health Violations
  - Hearing officer Types
  - Legal Firms
  - Legal Representatives
  - Reasons Not Held
  - Sanction Types
  - Suspension Reasons
- **HANDS DFDD Finance**

- Caseload Types
- Document Types
- Fund Types
- Fund Sources
- Fund Uses
- Fund Income Reasons
- Poverty Reasons
- Poverty Levels
- Rebate Invoice Status
- Wait List Responses

2 SYSTEM LOG VIEWER

The System Log Viewer allows a user to search for and review the detail of error events logged by HANDS.

Navigation Path: Sys Admin | Help Desk | System Log Viewer

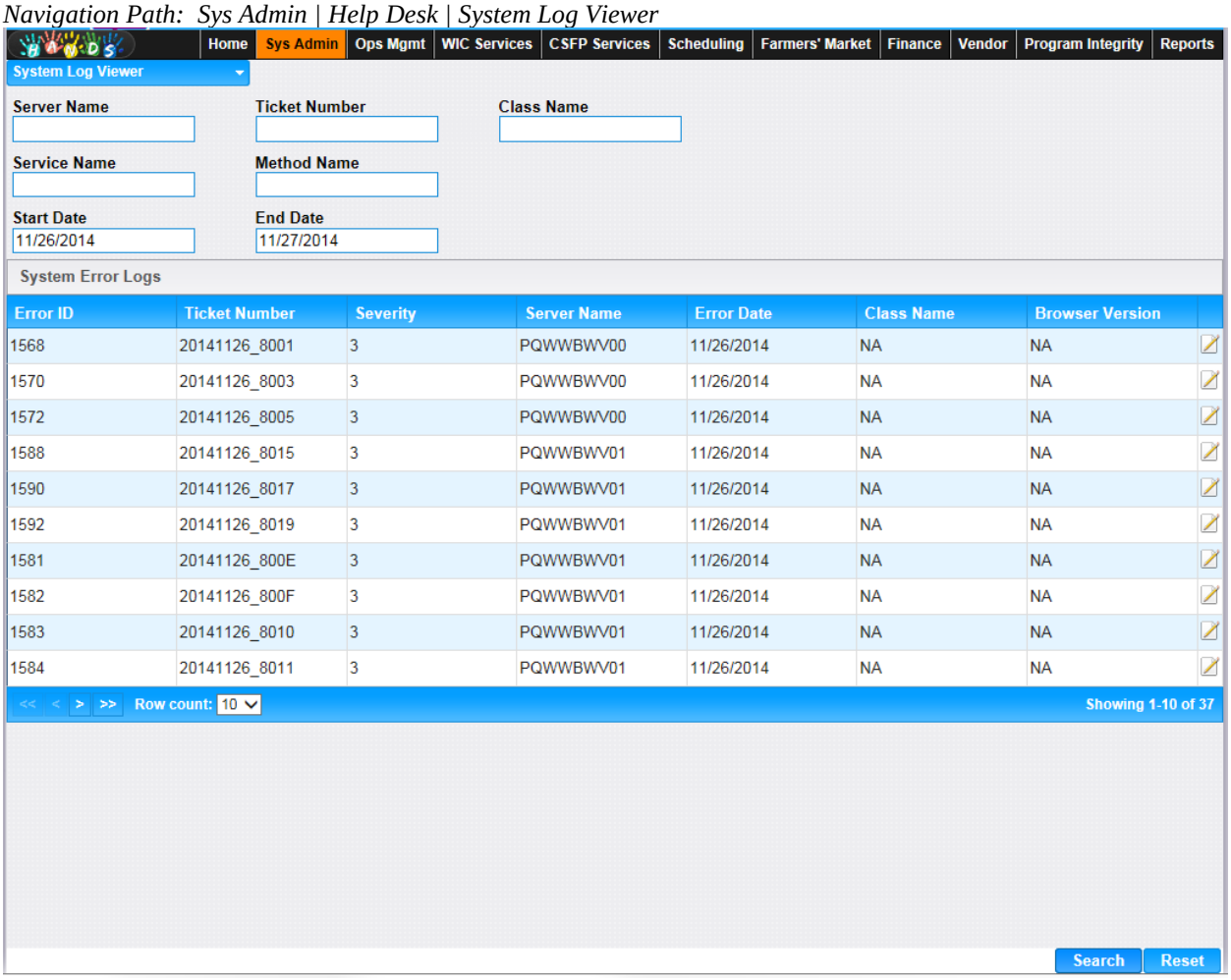


Figure 1: System Log Viewer

Fields:

- **Server Name –** The Server Name where the error event occurred.
- **Ticket Number –** The system generated ticket number assigned to the error event.
- **Class Name –** The name of the class reporting the error event.
- **Service Name –** The name of the service reporting the error event.
- **Method Name –** The name of the method reporting the error event.
- **Start Date –** The Start and End date make up a date range to search for reported error events.
  Note 1 – The Start Date is included in the error event search range.
  Note 2 – Leave the End Date blank to search for records through the current date. A Start Date is required in order for the retrieved records to be filtered by the date range, regardless of is an End Date is provided or not.

- **End Date –** The Start and End date make up a date range to search for reported error events.
  Note – Search results are retrieved for events occurring with an actual date that is Greater Than or Equal to the Start Date and Less Than the End Date. For example if the Start Date is set to 11/25/14 and the End Date is set to 11/27/14, results will be filtered to include error events that occurred on 11/25/14 or 11/26/14, and will NOT include error events occurring on 11/27/14.

System Error Logs (Search Grid):

- **Error ID –** A system generated unique ID assigned to the error event.
- **Ticket Number –** The system generated ticket number assigned to the error event.
- **Severity –** A system generated severity level assigned to the error event.
  Note – There are 3 Severity levels:
  - ***Information –** General data collection information*
  - ***Warning –** A system event detected that did not result in a loss of service(s)*
  - ***Error –** A system event detected resulting in a loss of service(s)*
- **Service Name –** The name of the service reporting the error event.
- **Error Date –** The date when the error occurred.
- **Class Name –** The name of the class reporting the error event.
- **Browser Version –** The version of the browser that was running at the time the error event occurred.
- **(Select Icon) –** The Select ICON will retrieve the details of an error event and display them via the review error message modal.

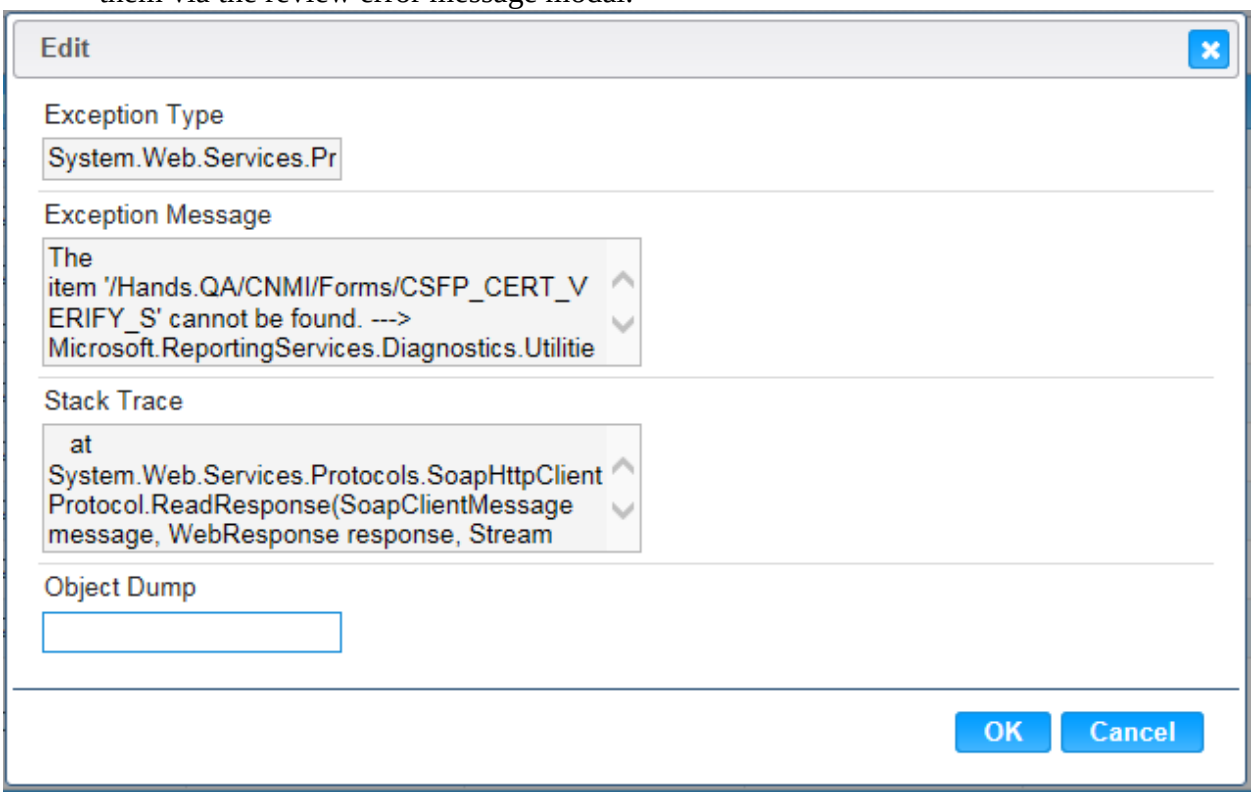


Figure 2: Log View Details Page

- **Exception Type –** The exception type assigned to the error event by the system.
- **Exception Message –** The exception message assigned to the error event by the system.
- **Stack Trace –** A report of the active stack frames captured at the time of the error event.
- **Object Dump –** The string representation of the object instance experiencing the error event.
- **OK –** Return to the System Log Viewer main page.
- **Cancel –** Return to the System Log Viewer main page.

Buttons:

- **Search –** Execute a search of the log events and fill the results in the System Log Viewer Search Grid.
- **Reset –** Clear the entered search criteria and search grid.

Calculation(s): None

Background Processes: None

3 ROLE CONFIGURATION

Users with System Administrator privileges can use the Role base table to configure read/write access to HANDS secured objects (Screens/Functions) by role type.

Navigation Path: Sys Admin | Security |Role Configuration

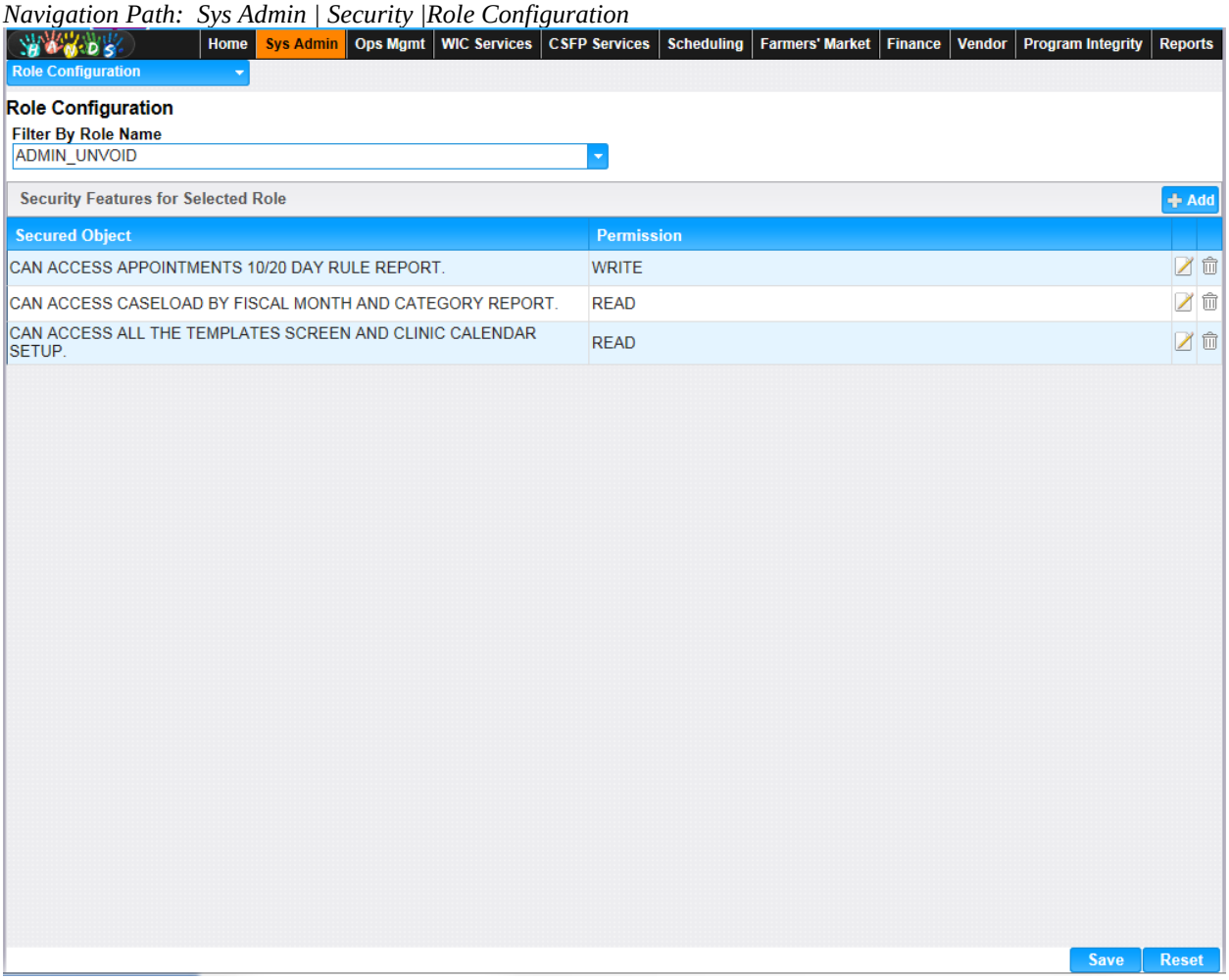
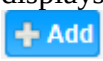


Figure 3: Role Configuration

Fields:

- **Filter By Role Name –** Select the Role Name from the drop down list. The search grid displays Secured Object permissions already linked to the selected Role Name.
- 

(Add Secured Object) – The Add Secured Object modal is displayed allowing the user to add access to a new Secured Object for the chosen Role name.

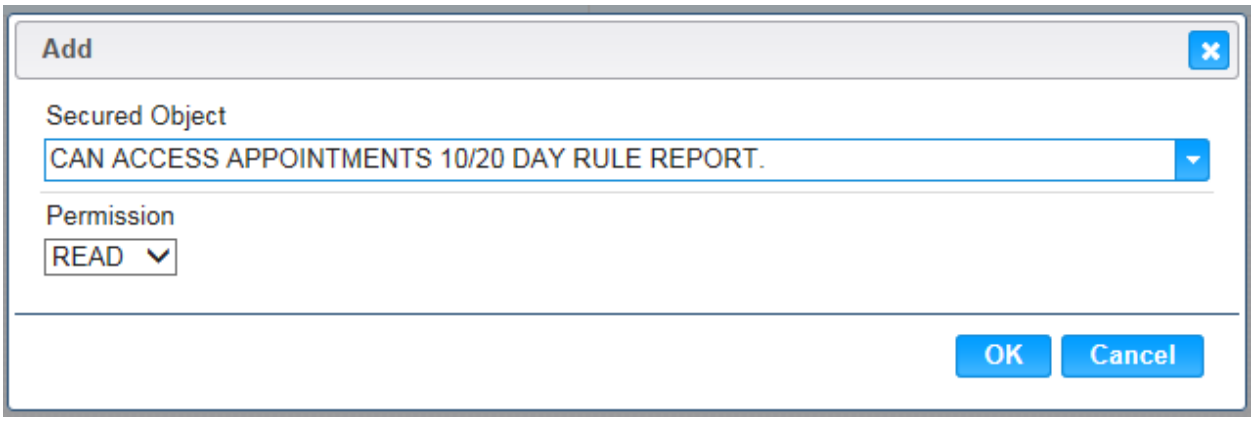


Figure 4: Add Secured Object Page

- **Secured Object –** A dropdown list of the available Secured Objects of which permissions can be assigned to this Role Name.
- **Permission –** A dropdown list allowing the user to choose the level of permission to be granted.
  Note – The Valid Permission values:
  - ***Read** – Ability to view the secured object, but cannot make modifications.*
  - ***Write** – Ability to both view and modify the data associated with a secured object.*
- **OK –** Navigation is switched to the Role Configuration main page, with the newly added permission listed, but not yet saved for the selected Role Name.
- **Cancel –** Navigation is switched to the Role Configuration main page, without modifying the permissions list available for the selected Role Name.

Security Features for Selected Role (Search Grid):

- **Secured Object –** The name of the Secured Object that users assigned to this Role Name will have access to.
- **Permission –** The level of access, (Read and/or Write) granted to the Role Name for the Secured Object.
- **(Edit Icon) –** Displays the Edit permission modal, allowing a user to modify the permission access for the selected Role Name.

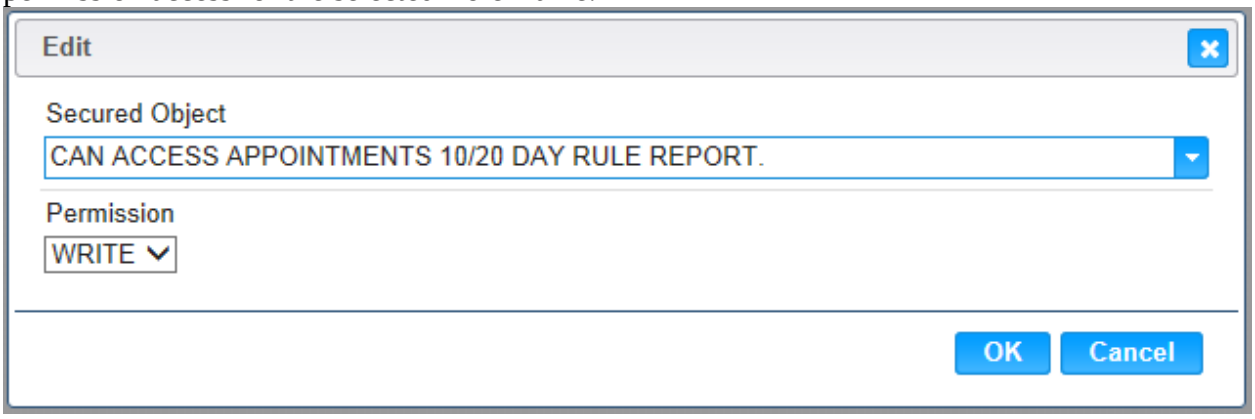
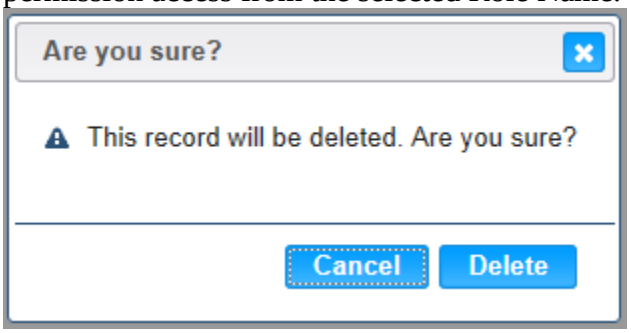


Figure 5: Edit Secured Object Page

- **(Delete Icon) –** Displays the Delete permission modal, allowing a user to delete the permission access from the selected Role Name.



Buttons:

- **Save –** Saves edit operations (Add, Modify or Delete) made to the list of permissions associate with the selected Role Name.
- **Reset –** Clears edit operations (Add, Modify or Delete) made to the list of permissions but not yet saved, and loads a fresh Role Configuration page.

Calculation(s): None

Background Processes: None

4 DEFAULT TITLE ROLES

Users with System Administrator privileges can use the Default Title Roles base table to associate Role Names[1] (role types) with user titles.

Navigation Path: Sys Admin | Security |Default Title Roles

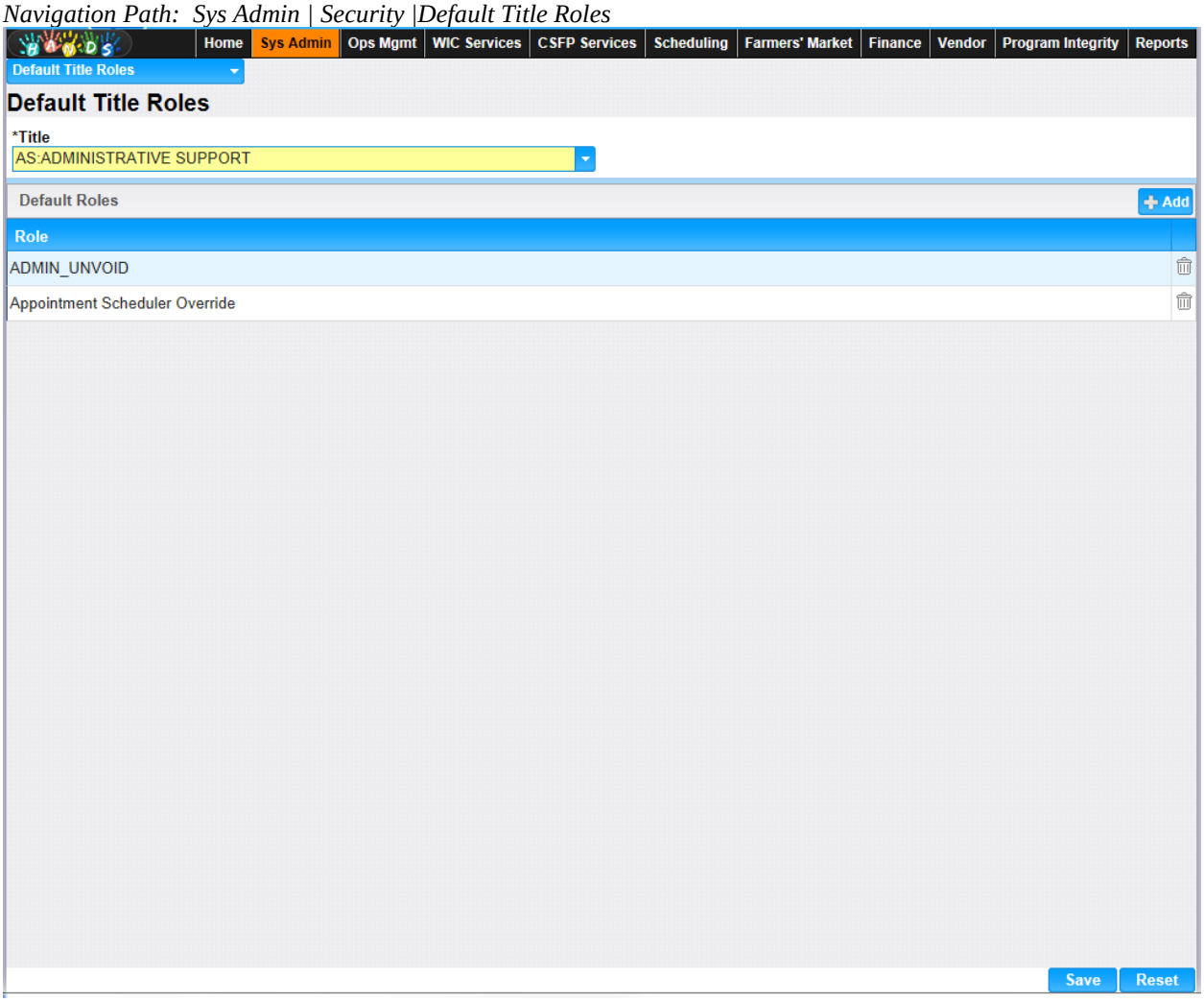


Figure 6: Default Title Roles

Fields:

- **Title –** Select a Title Role from the drop down list. The search grid displays the available Role Names[2] associated with the selected Title Role.
- Add **(Add Role Name) –** The Add Role Name modal is displayed allowing the user to add a Role Name[3] to the selected Title Role type.

[1] Refer to section 2, Role Configuration for details
[2] Refer to section 2, Role Configuration for details
[3] Refer to section 2, Role Configuration for details

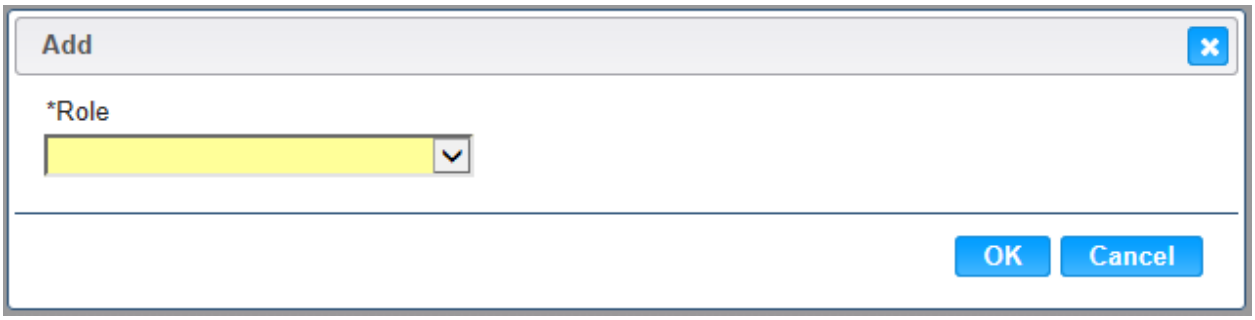
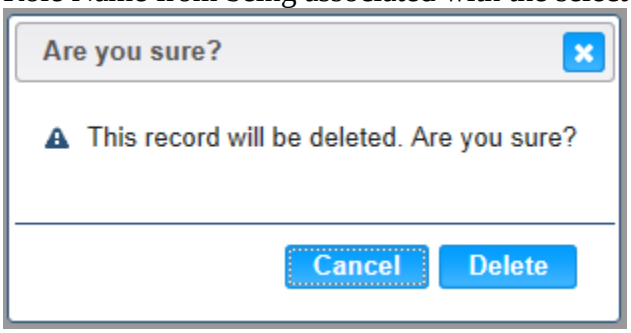


Figure 7: Add Title Role Page

- **Role –** A dropdown list of available Role Names. Required.
- **OK –** Navigation is switched to the Default Title Roles Configuration main page, with the newly added Role Name listed, but not yet saved for the selected Title.
- **Cancel –** Navigation is switched to the Default Title Roles Configuration main page, without modifying the Default Roles search grid associated with the selected Title.

Default Roles (Search Grid):

- **Role –** The Role Name associated with the selected Title.
- **(Delete Icon) –** Displays the Delete Role Name modal, allowing a user to delete the Role Name from being associated with the selected Title.



Buttons:

- **Save –** Saves edit operations (Add or Delete) made to the list of Role Names associated with the selected Title.
- **Reset –** Clears edit operations (Add or Delete) made to the list of Role Names but not yet saved, and loads a fresh Default Title Roles page.

Calculation(s): None

Background Processes: None

5 CITIES

The Cities base table allows the configuration of available cities to be available when setting up geographic location via the Geo Locations base table[4].

Navigation Path: Sys Admin | Location | Cities

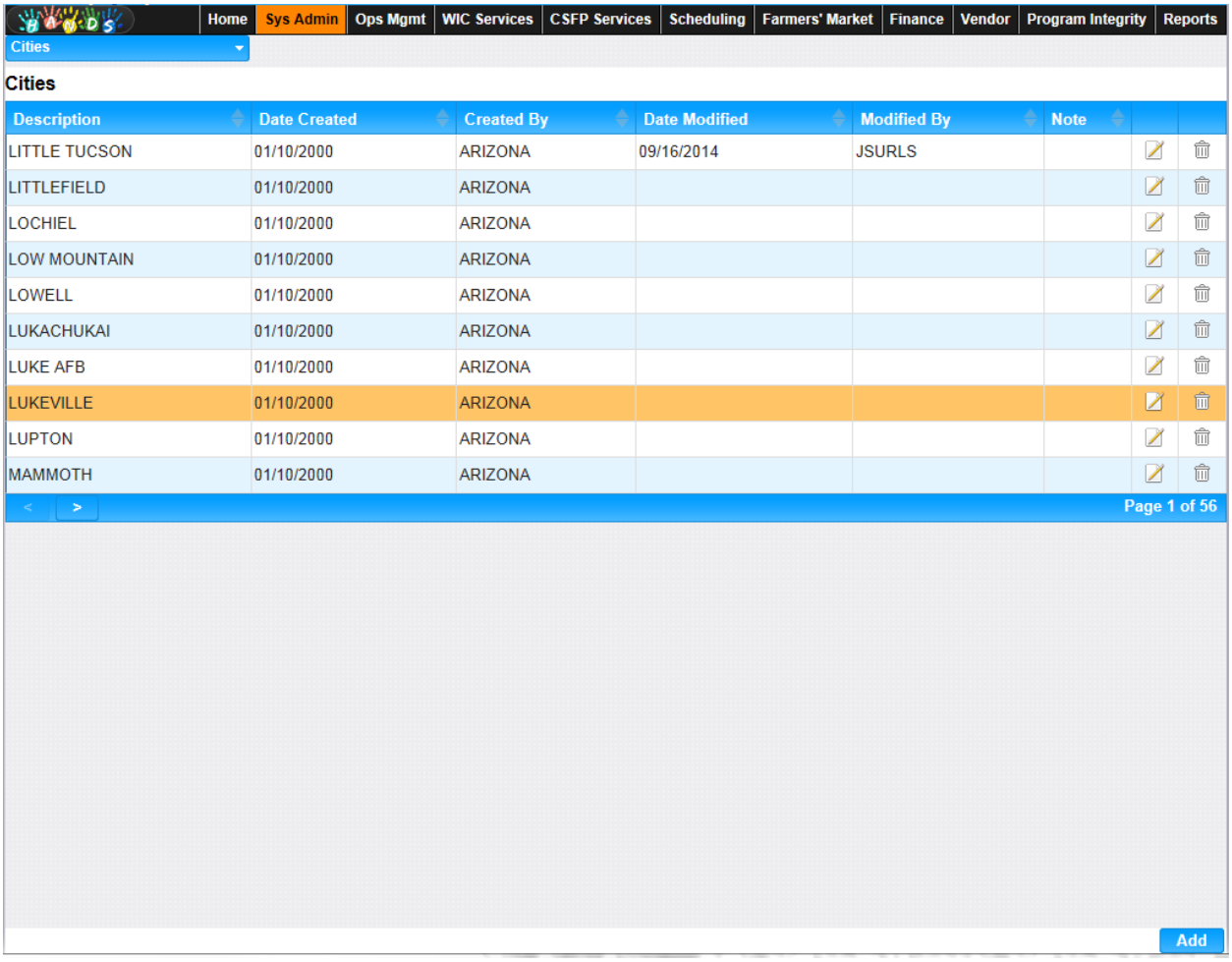


Figure 8: Cities

Fields:

- **Description –** The City Name
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Cities Page pre-populated with the details of the record for editing.

[4] Refer to section 8, Geo Locations for details

- **(Delete Icon) –** When selected navigation will switch to the Delete Cities Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Cities page.

Calculation(s): None

Background Processes:

1. *When Save is selected, there is a validation that the Description field is populated.*

5.1 Edit Cities Page

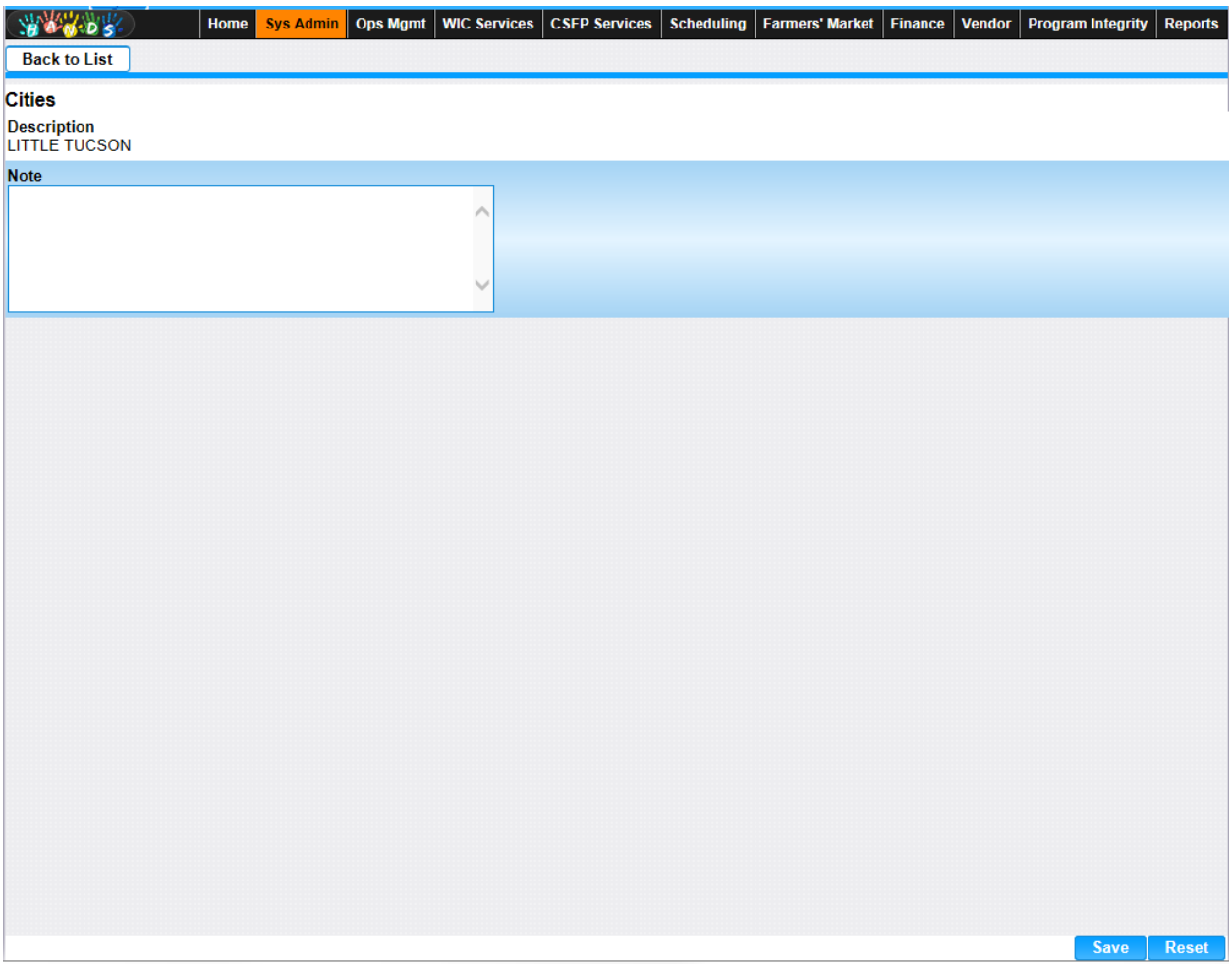


Figure 9: Edit Cities Page

5.2 Delete Cities Page

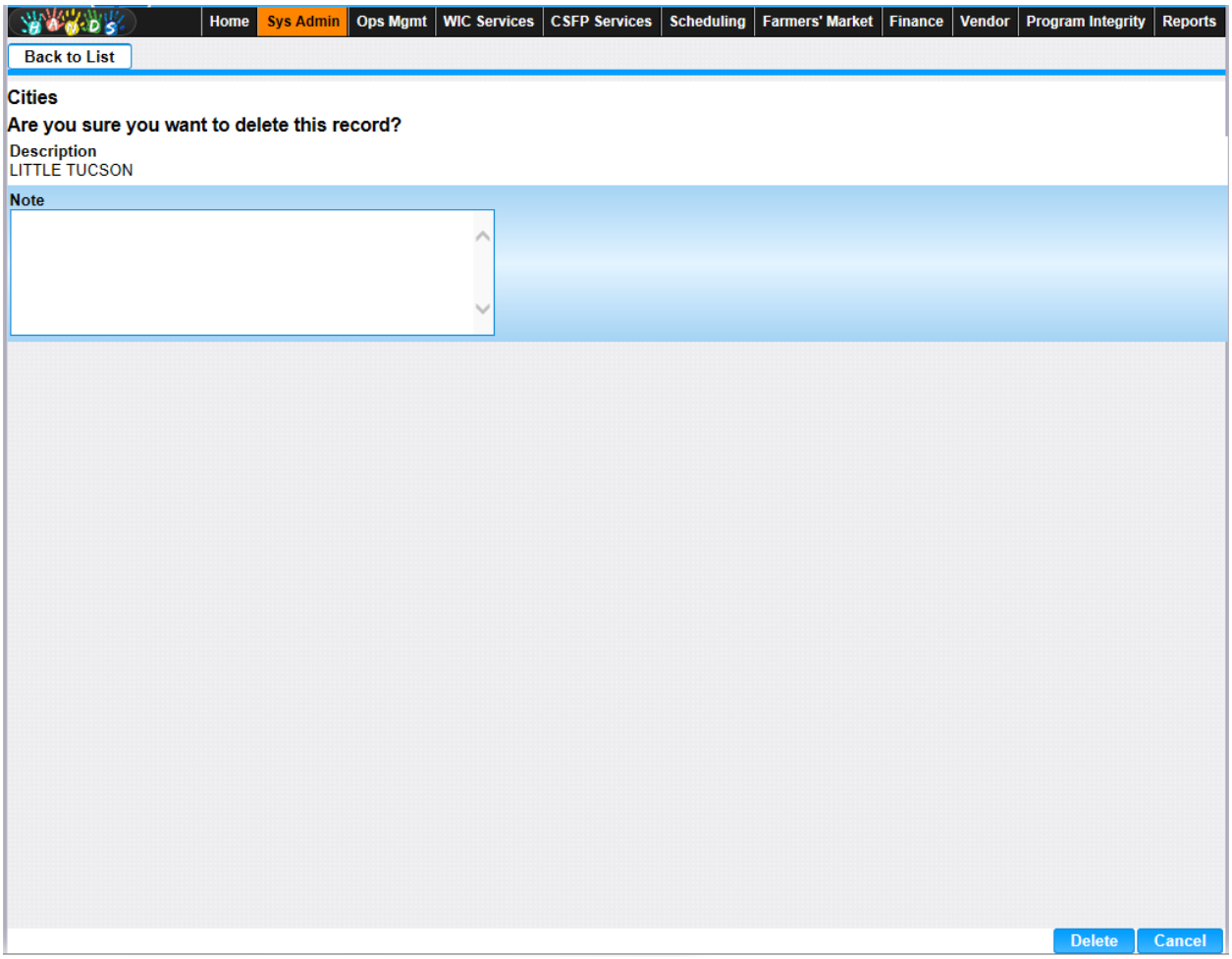


Figure 10: Delete Cities Page

5.3 Add Cities Page

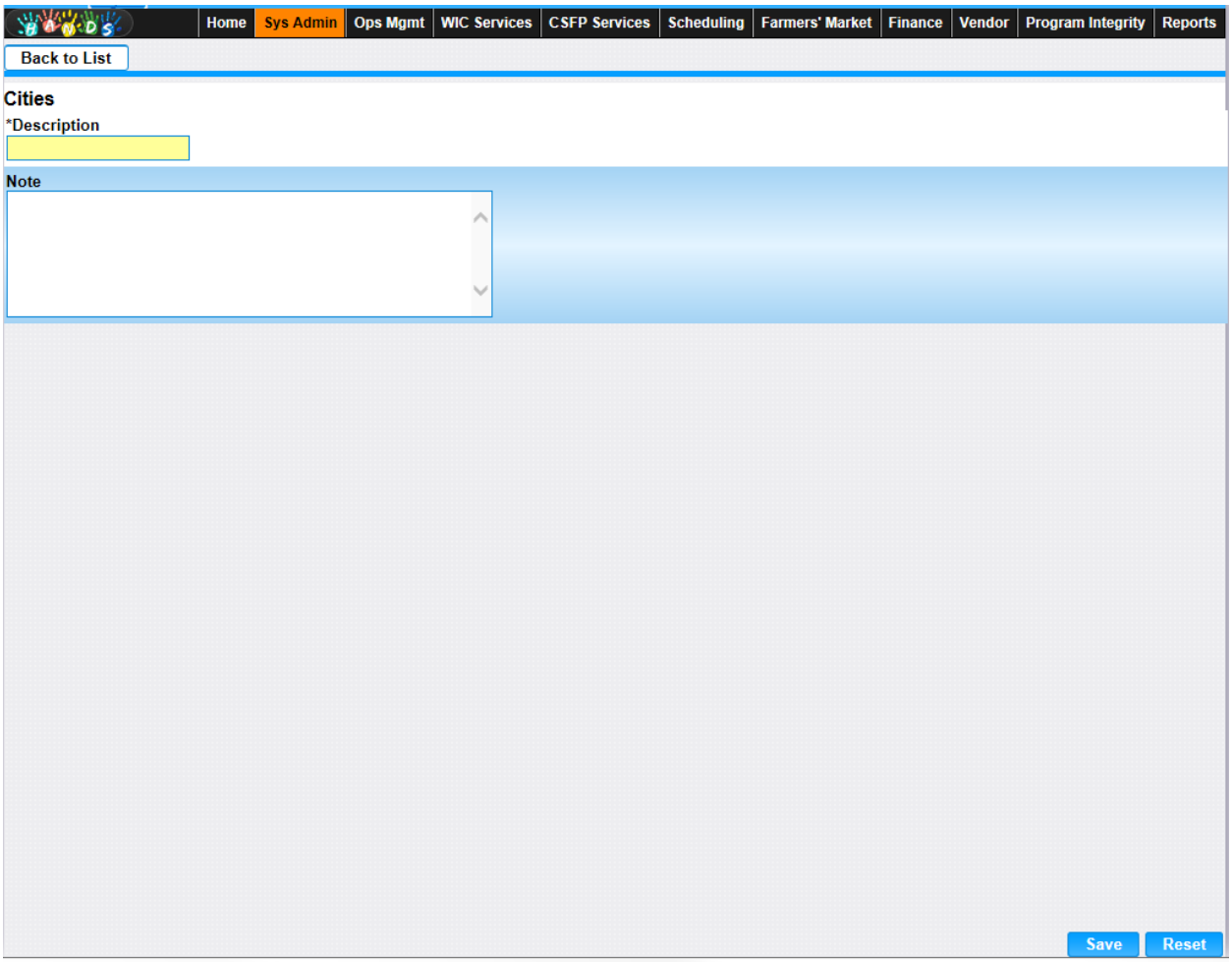


Figure 11: Add Cities Page

6 STATES

The States base table allows the configuration of available states to be available when setting up counties via the Counties base table[5].

Navigation Path: Sys Admin | Location | States

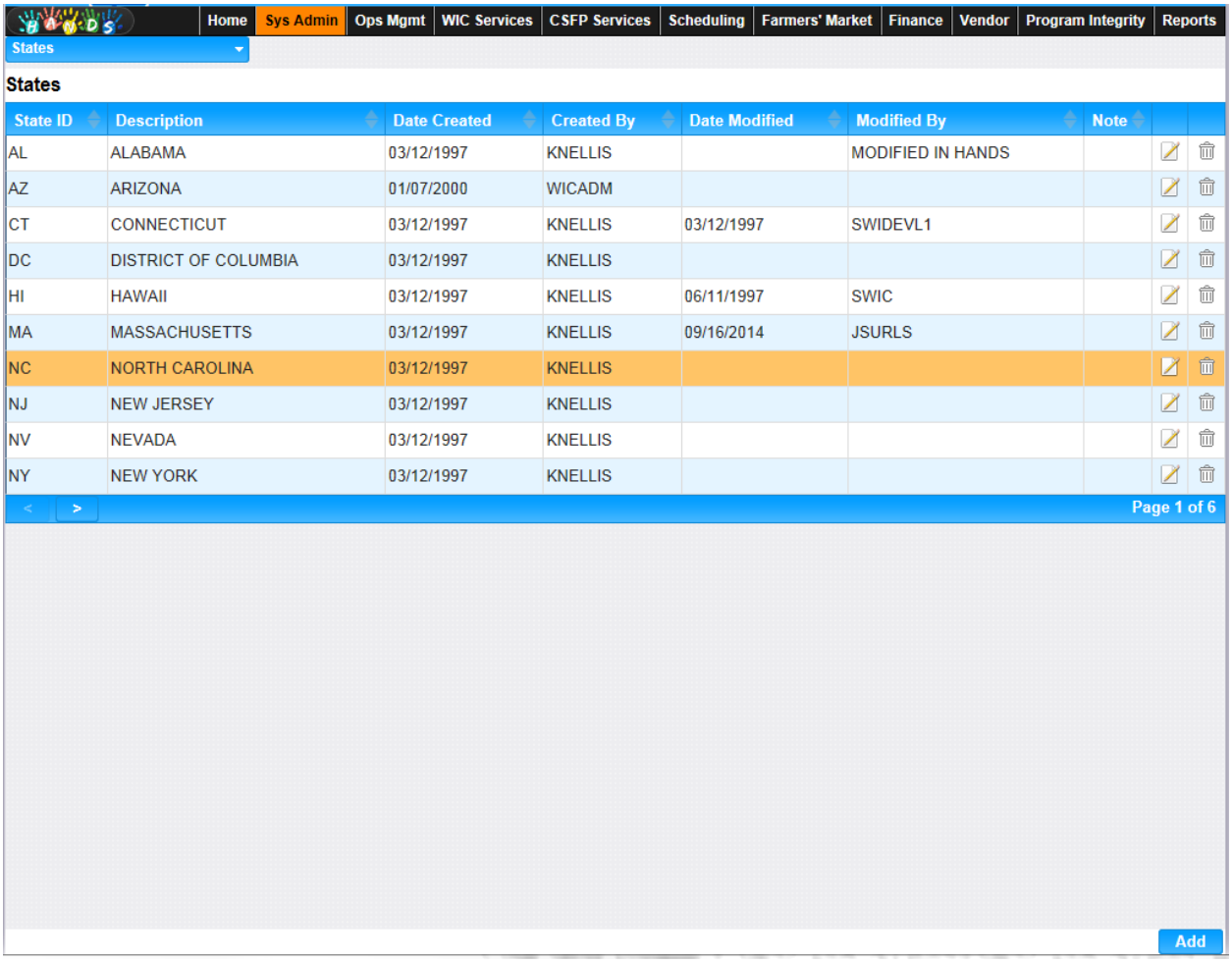


Figure 12: States

Fields:

- **State ID –** The 2 character state abbreviation code
- **Description –** The State Name
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

[5] Refer to section 6, Counties for details

- **(Edit Icon) –** When selected navigation will switch to the Edit States Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete States Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add States page

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value in the Description field.*
2. *On Add, the system validates there are values in the State ID and Description field.*

6.1 Edit States Page

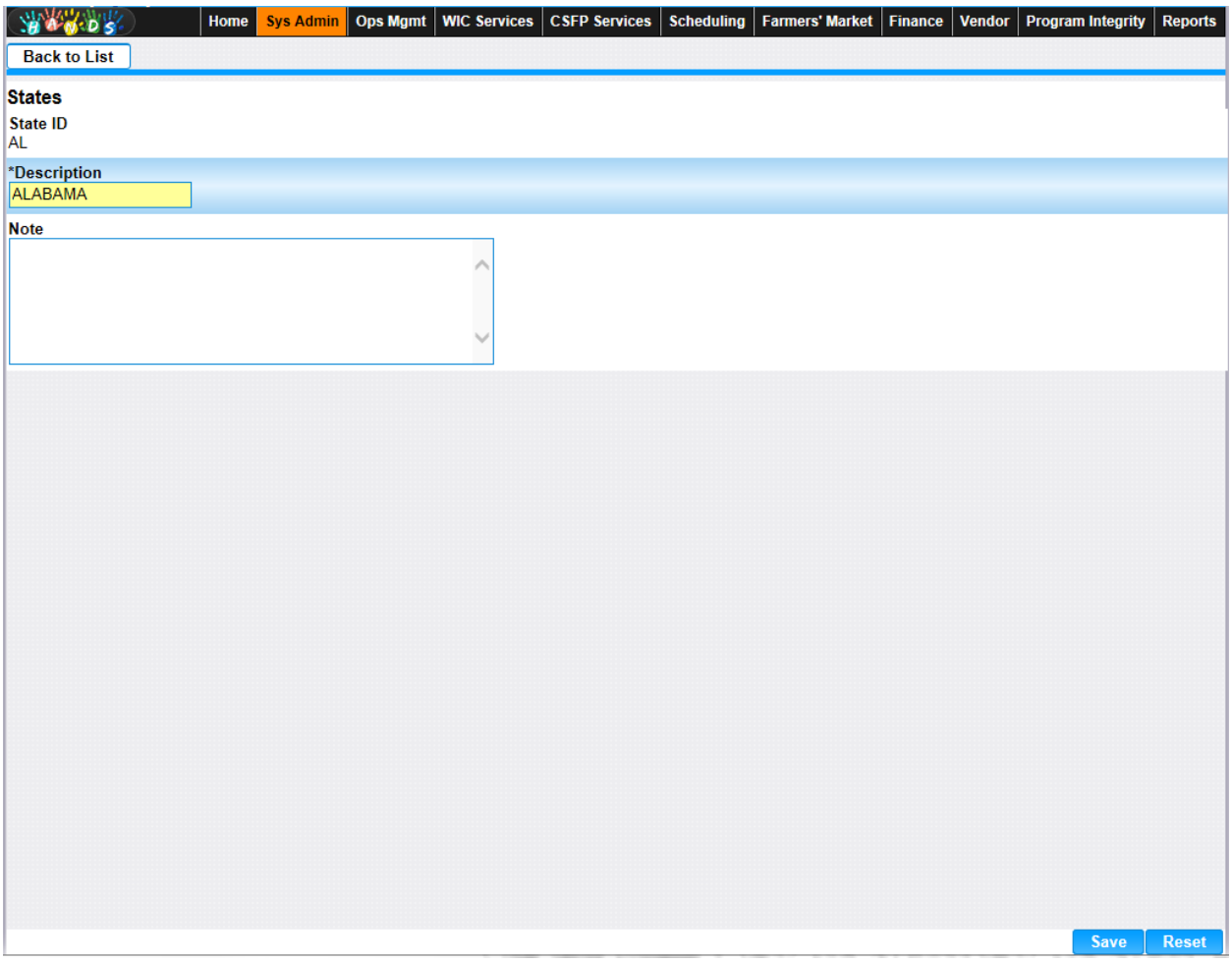


Figure 13: Edit States Page

6.2 Delete States Page

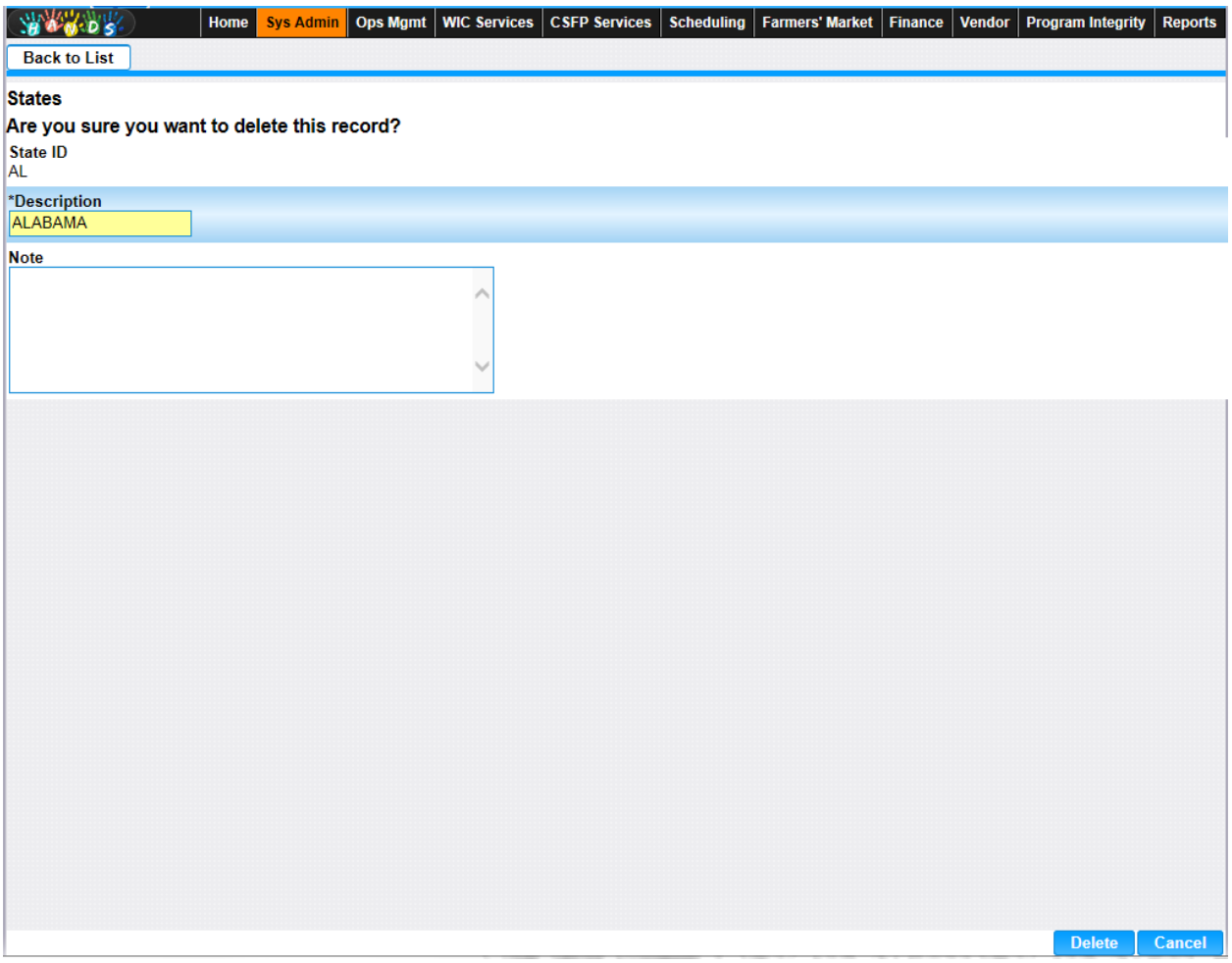


Figure 14: Delete States Page

6.3 Add States Page

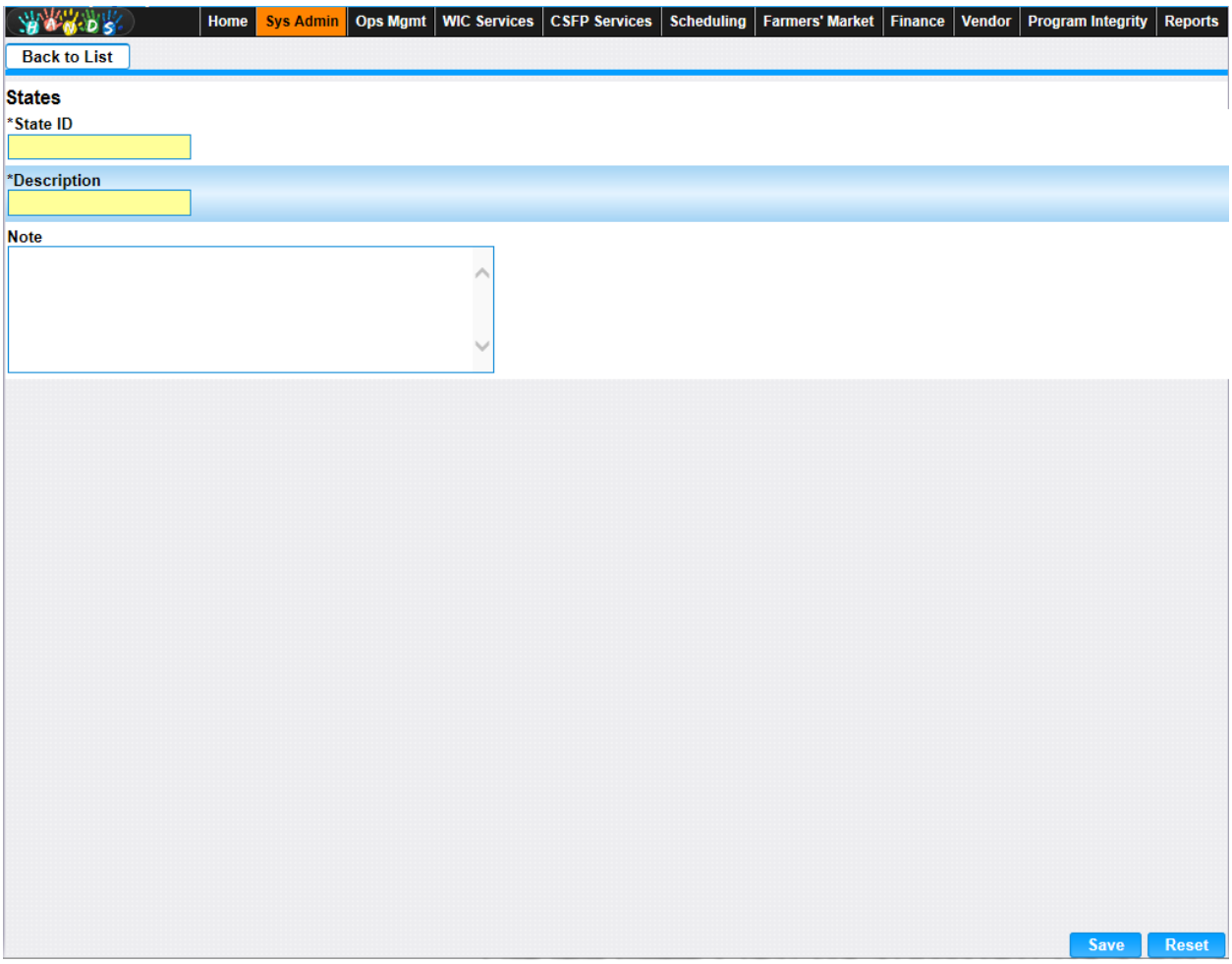


Figure 15: Add States Page

7 COUNTIES

The Counties base table allows the configuration of available counties to be available when setting up geographic location via the Geo Locations base table[6].

Navigation Path: Sys Admin | Location | Counties

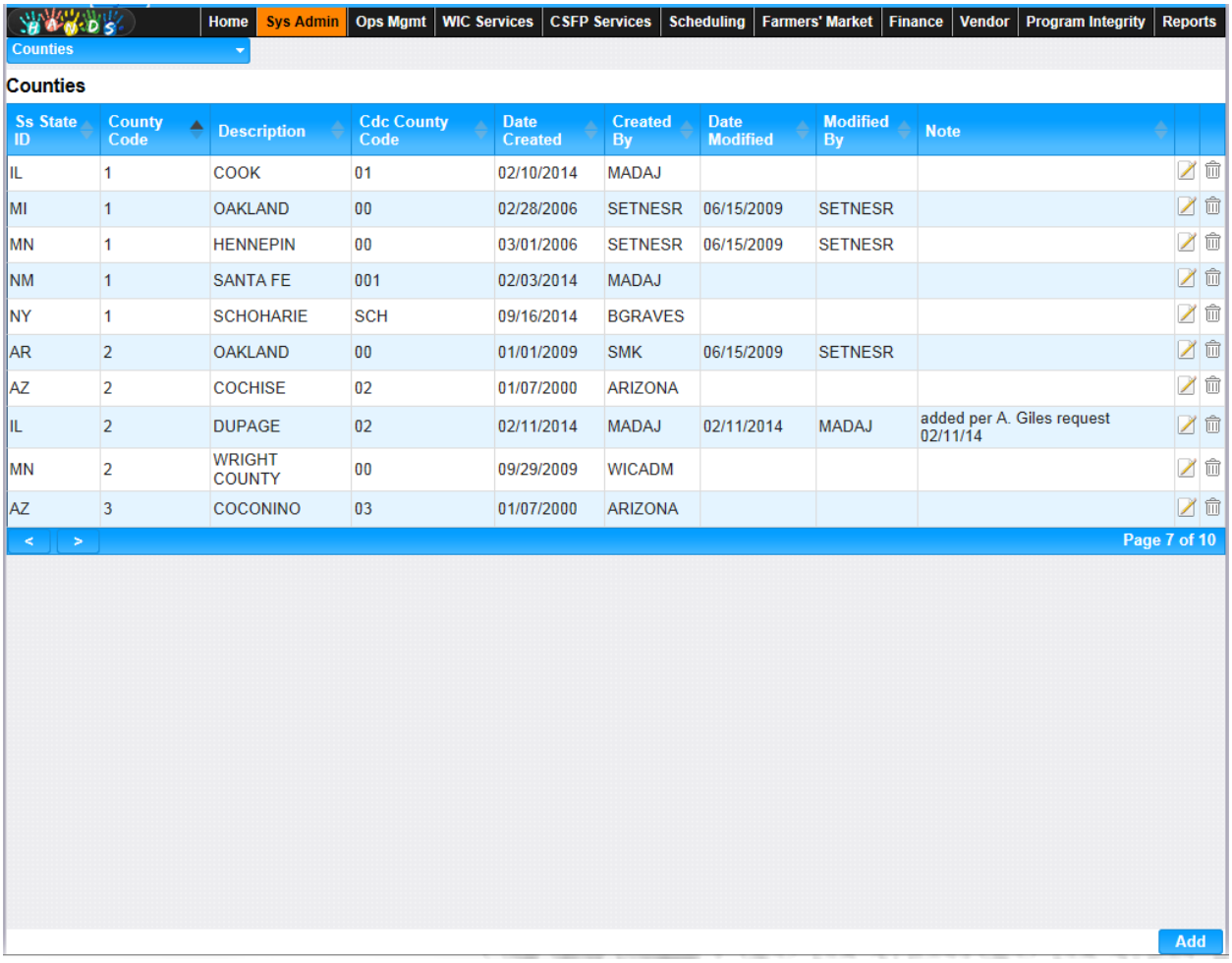


Figure 16: Counties

Fields:

- **Ss State ID**[7] **–** The 2 character state abbreviation code.
- **County Code –** A user defined string representing the county.
- **Description –** The name of the County.
- **Cdc County Code –** The 3 digit ID assigned to the county by the Center for Disease Control.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

[6] Refer to section 8, Geo Locations for details
[7] Refer to section 6, States for details

- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Counties Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Counties Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Counties page

Calculation(s): None

Background Processes:

1. *On Edit, the system validates a value is entered in the Description and Cdc County Code fields.*
2. *On Add, the system validates a value is entered in the Ss State ID, County Code, Description, and Cdc County Code fields.*

7.1 Edit Counties Page

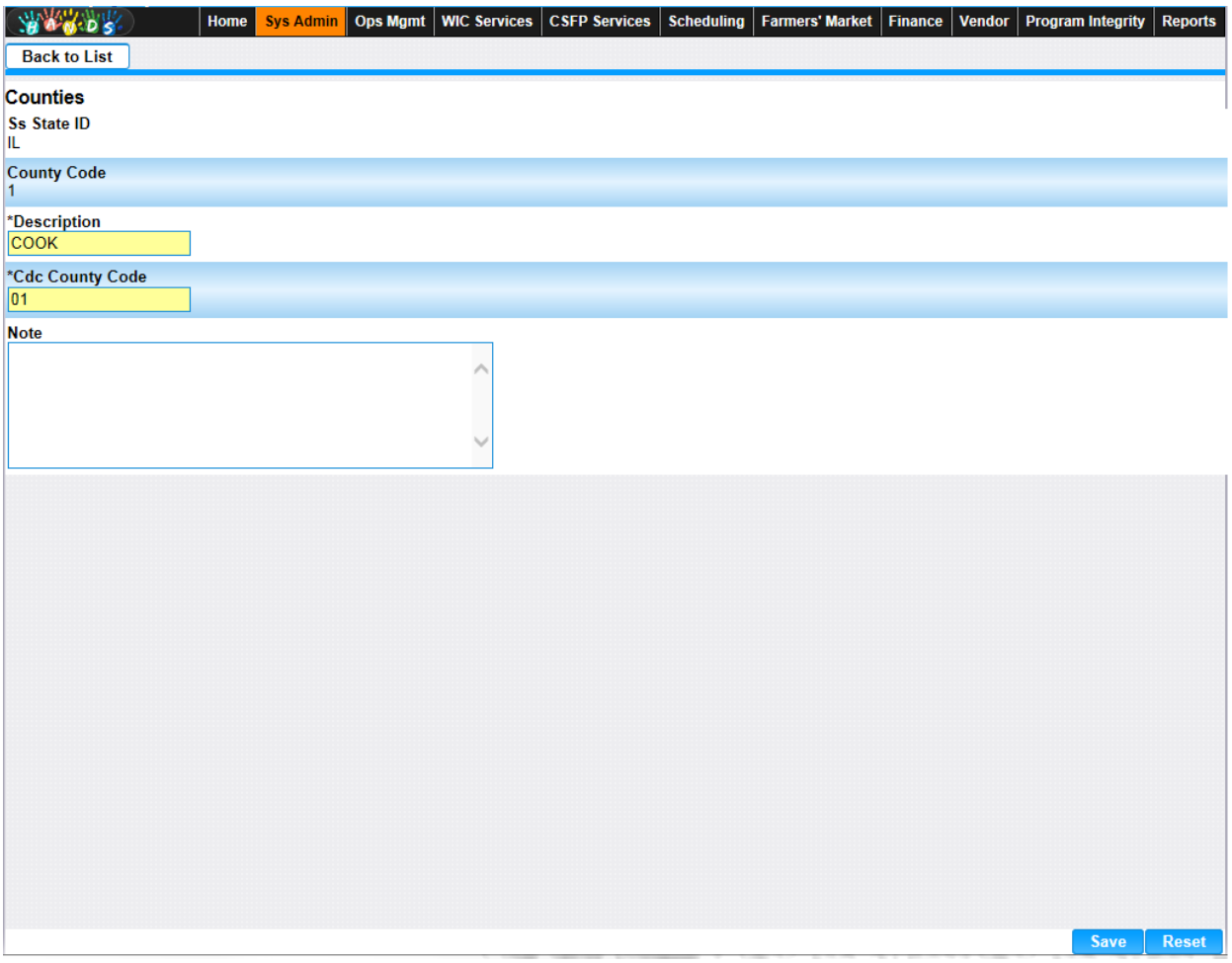


Figure 17: Edit Counties Page

7.2 Delete Counties Page

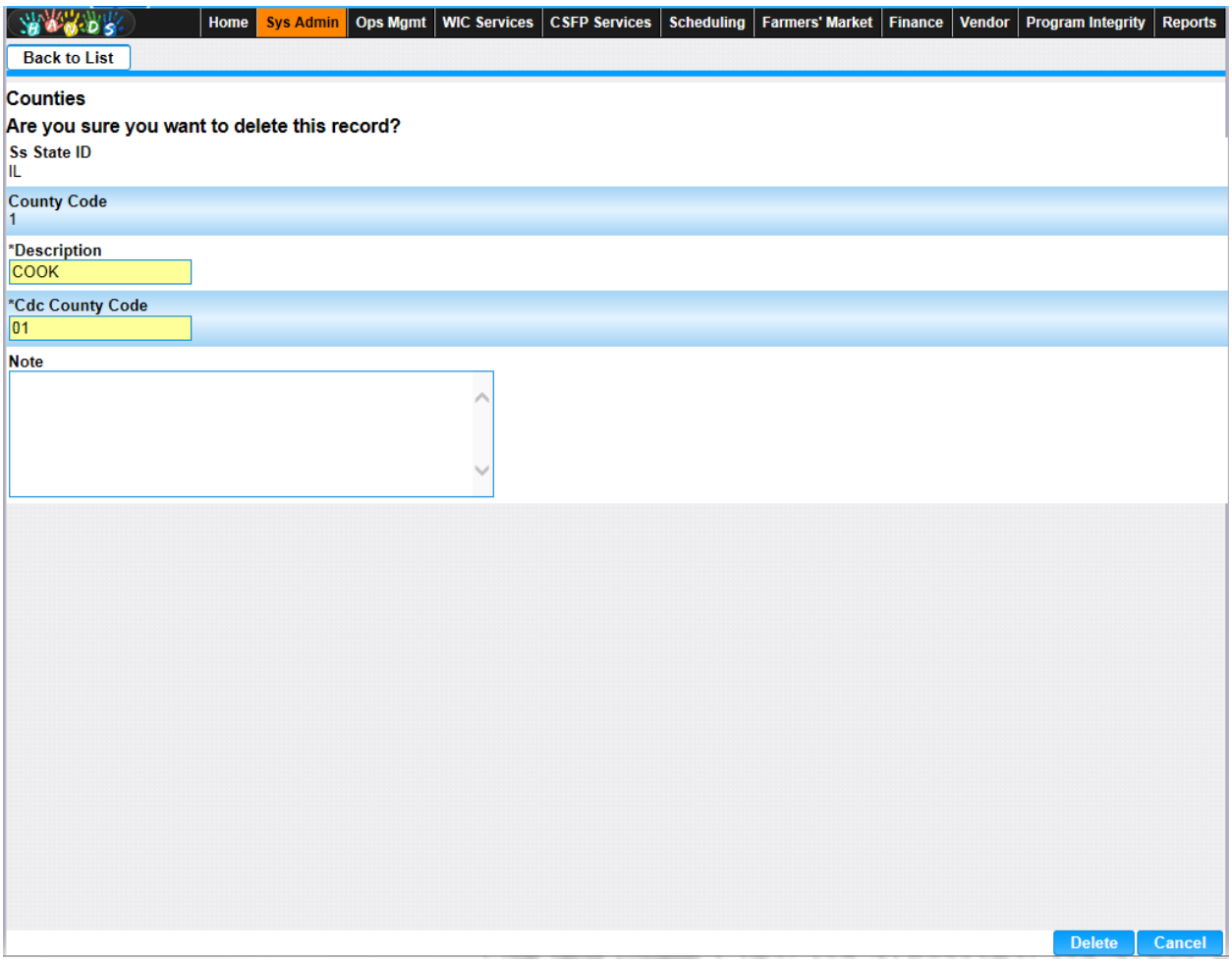


Figure 18: Delete Counties Page

7.3 Add Counties Page

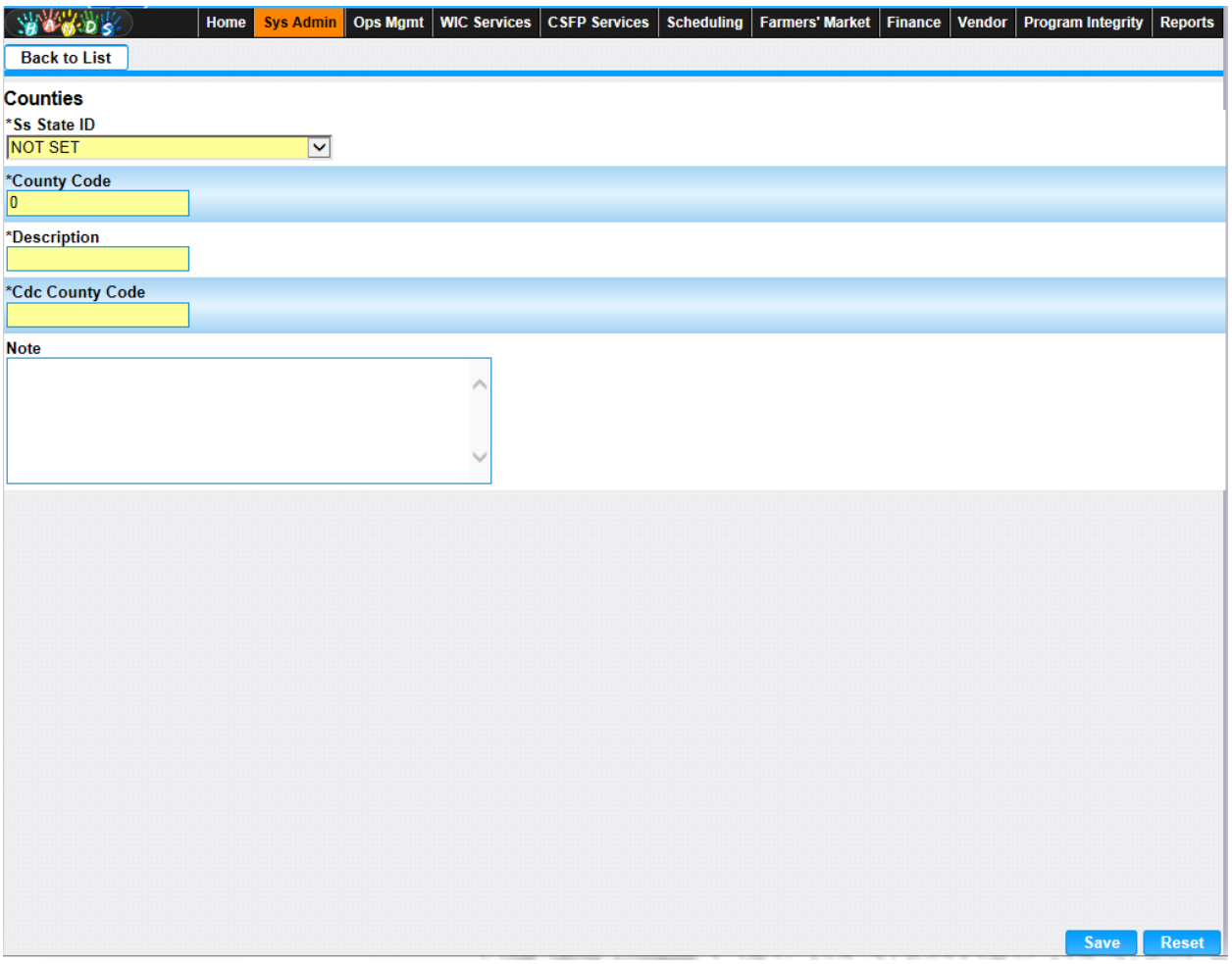


Figure 19: Add Counties Page

8 ZIPS

The Zips base table allows the configuration of available zip codes to be available when setting up geographic location via the Geo Locations base table[8].

Navigation Path: Sys Admin | Location | Zips

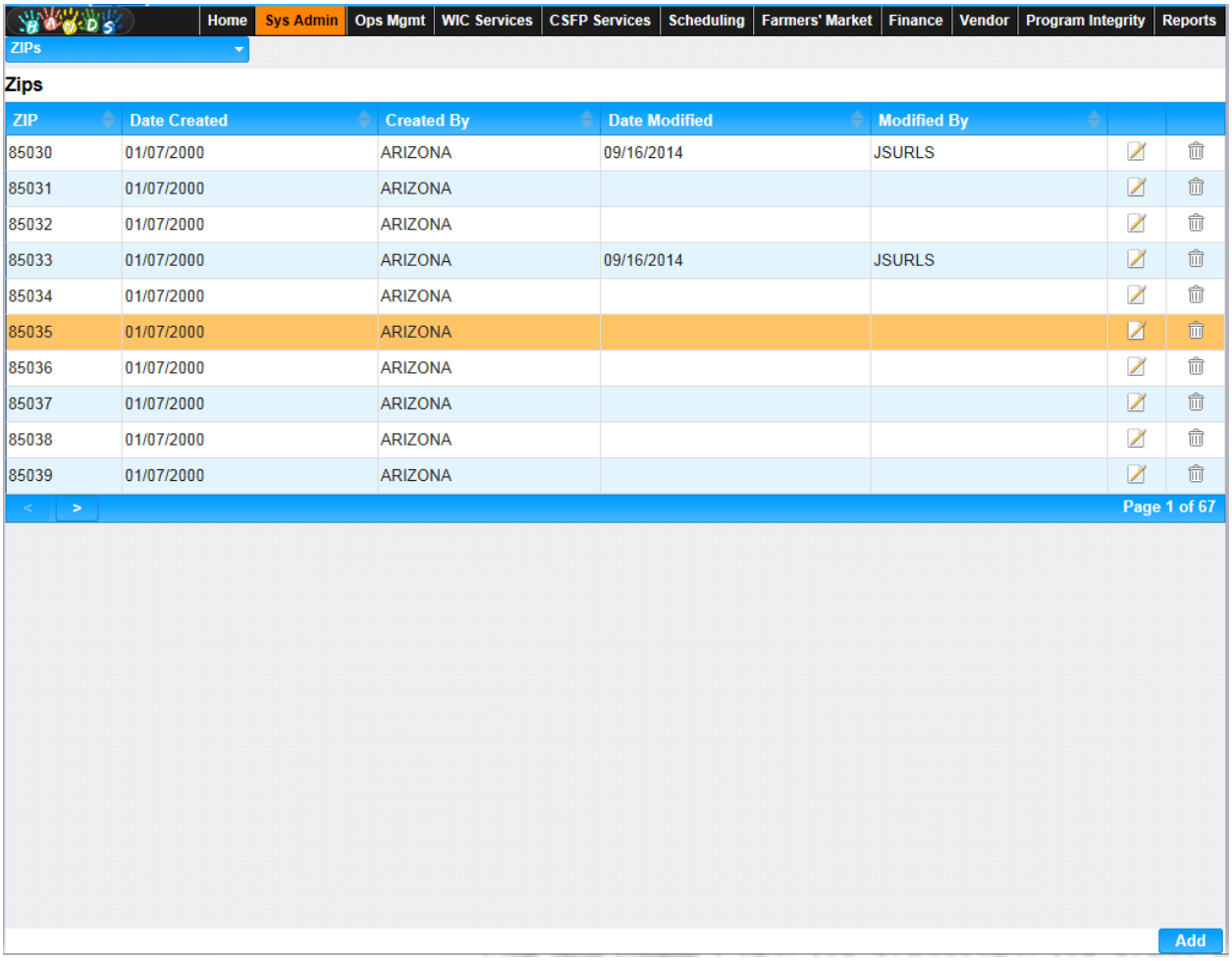


Figure 20: Zips

Fields:

- **ZIP–** A 5 digit US Postal Service Zip code
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Zip Codes Page pre-populated with the details of the record for editing.
  Note – A ZIP code entry cannot be edited at this time.

[8] Refer to section 8, Geo Locations for details

- **(Delete Icon) –** When selected navigation will switch to the Delete Zip Codes Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Zip Codes page

Calculation(s): None

Background Processes:

1. *On Add, the system validates there is a value in the ZIP field.*

8.1 Edit Zip Codes Page

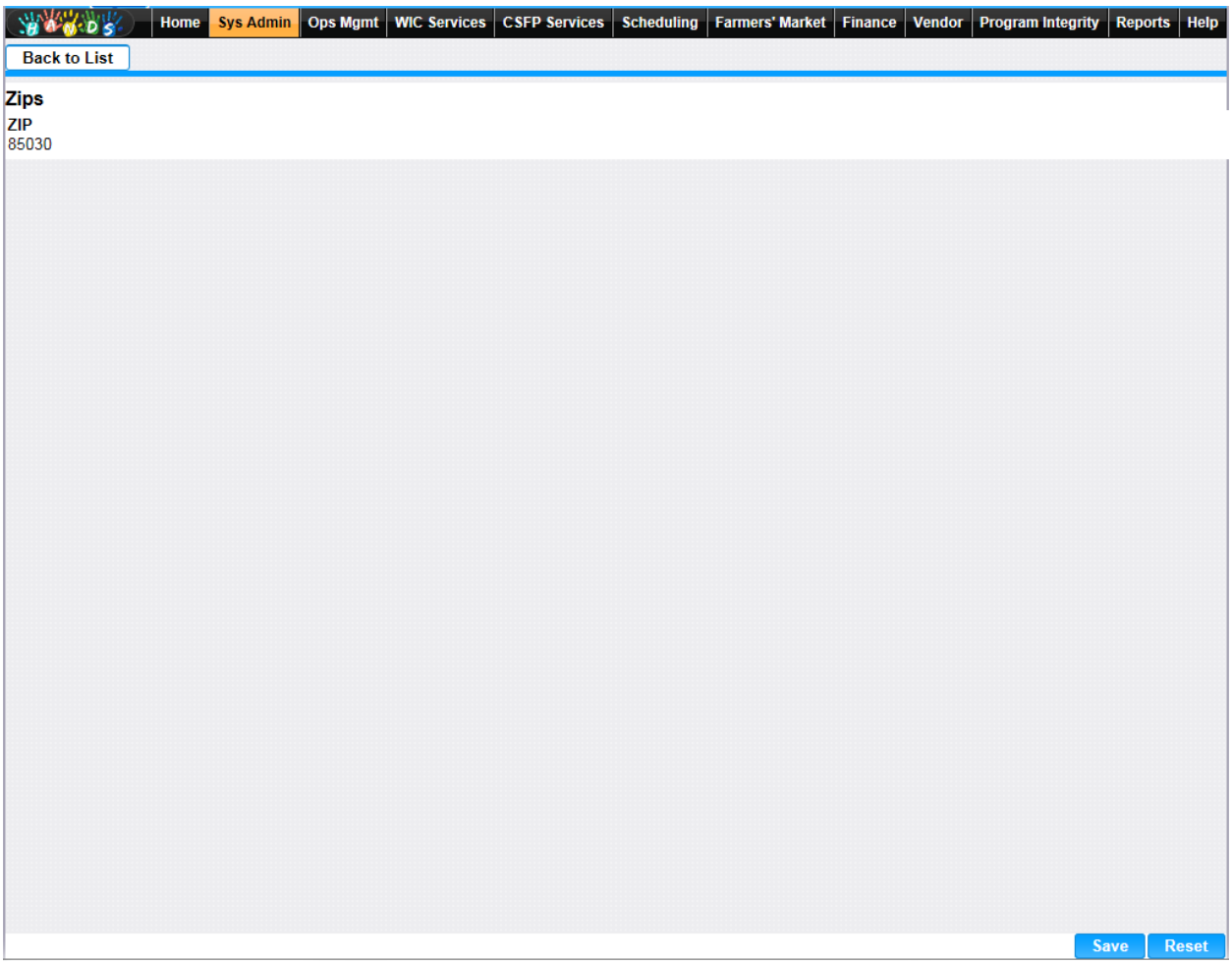


Figure 21: Edit Zip Codes Page

8.2 Delete Zip Codes Page

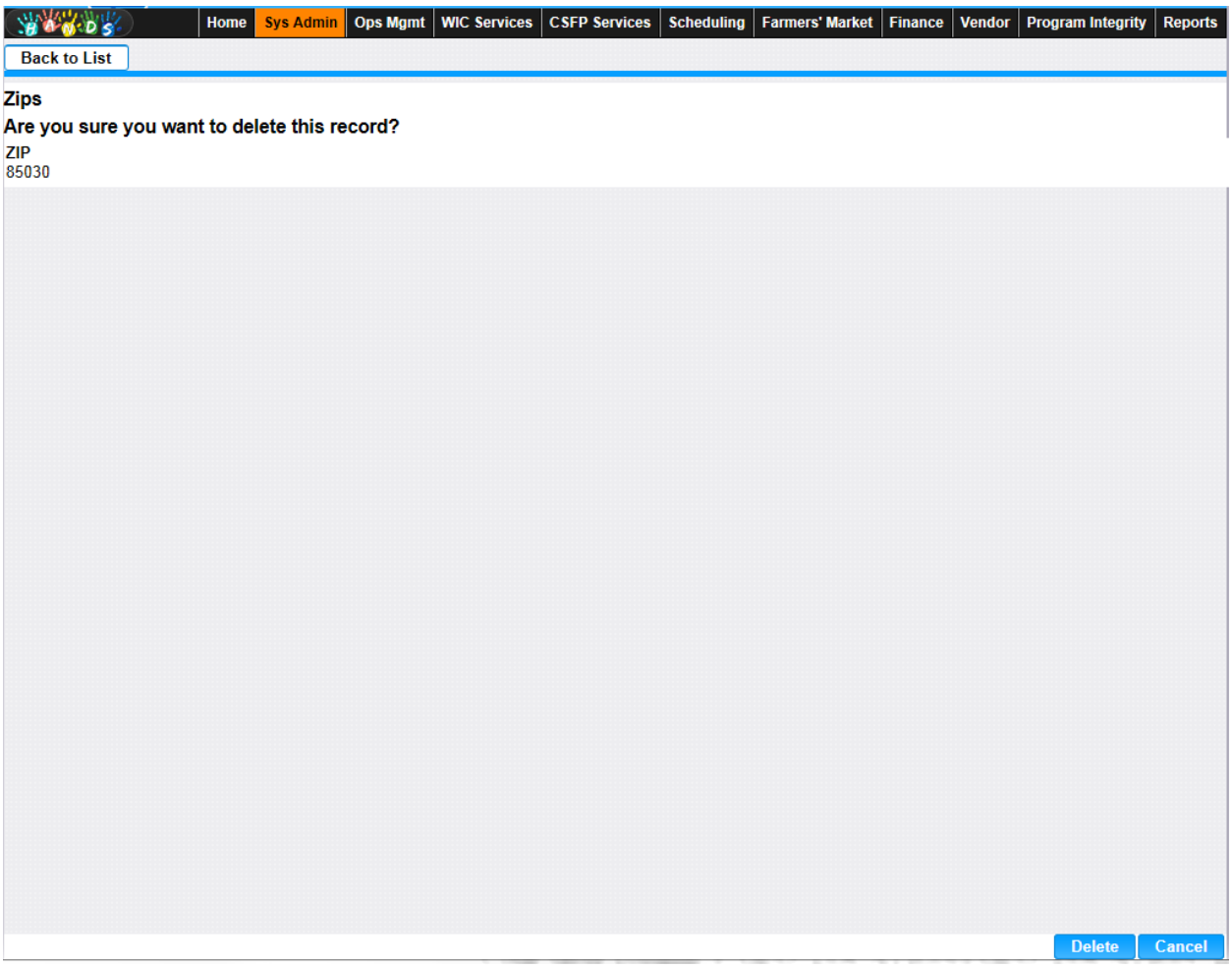


Figure 22: Delete Zip Codes Page

8.3 Add Zip Codes Page

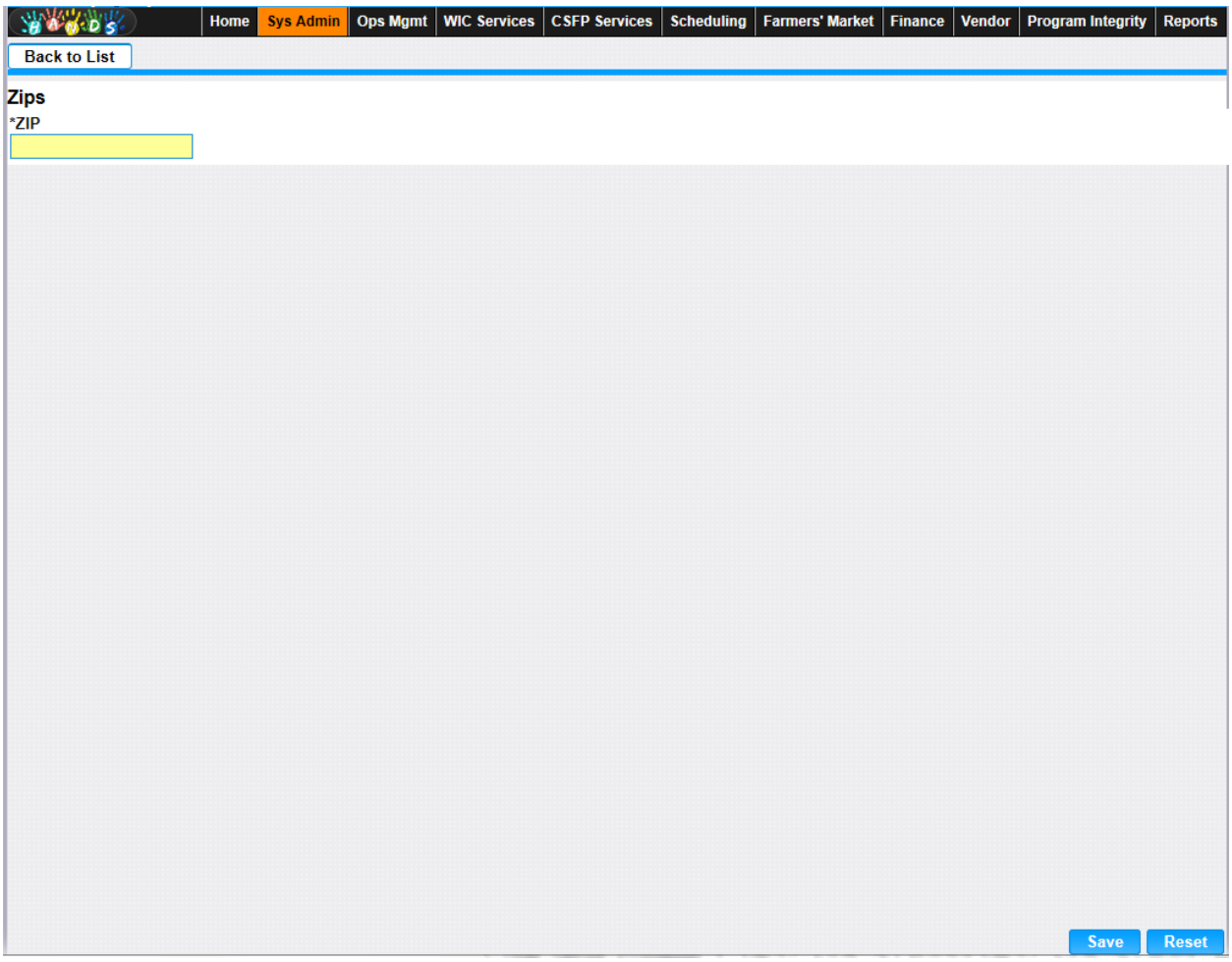
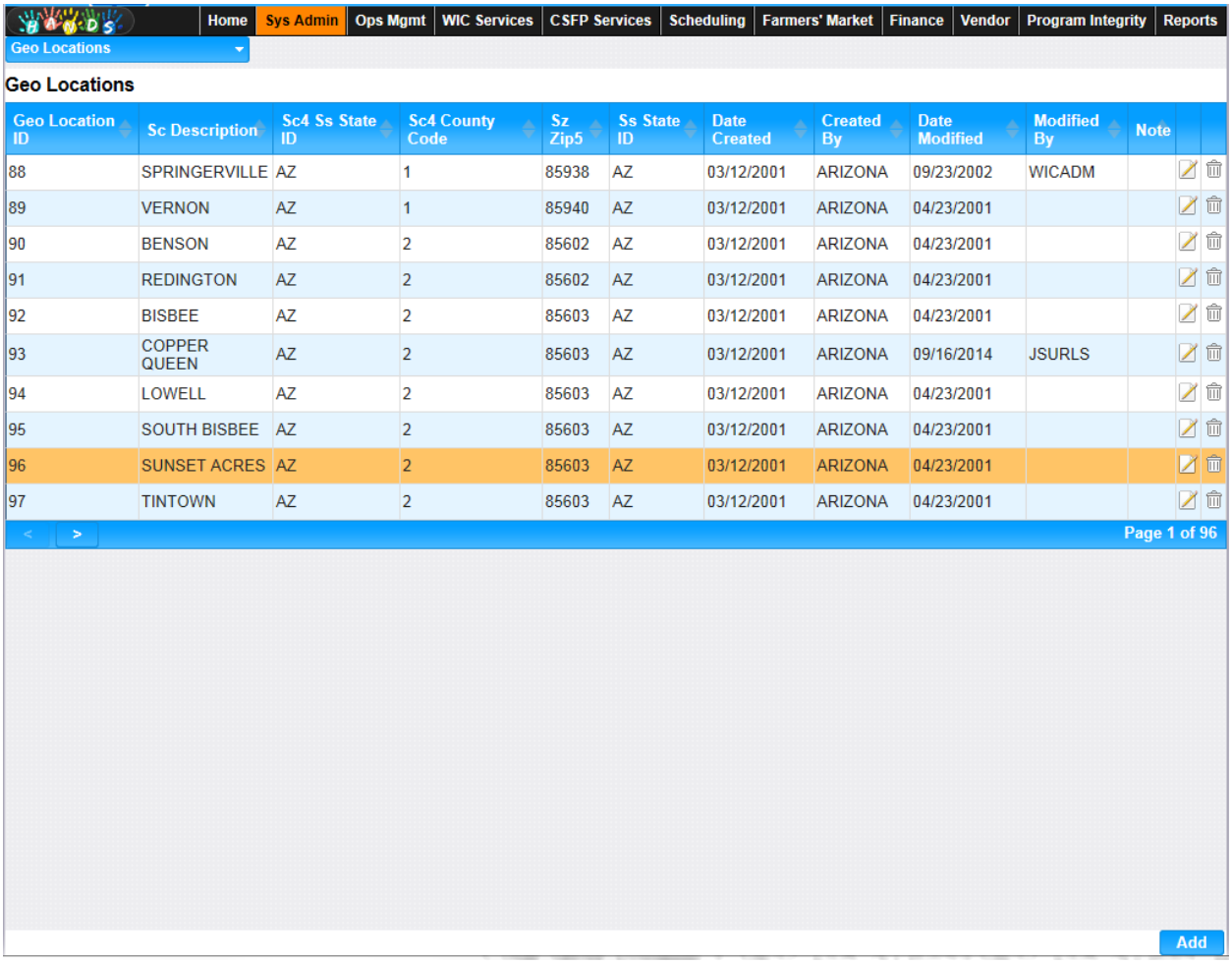


Figure 23: Add Zip Codes Page

9 GEO LOCATIONS

The Geo Locations base table allows the configuration of geographic locations. The geographic location information is used to offer predictive City and Zip code text throughout HANDS to help users when entering address locations.

Navigation Path: Sys Admin | Location | Geo Locations



Geo Location ID	Sc Description	Sc4 Ss State ID	Sc4 County Code	Sz Zip5	Ss State ID	Date Created	Created By	Date Modified	Modified By	Note
88	SPRINGERVILLE	AZ	1	85938	AZ	03/12/2001	ARIZONA	09/23/2002	WICADM	
89	VERNON	AZ	1	85940	AZ	03/12/2001	ARIZONA	04/23/2001		
90	BENSON	AZ	2	85602	AZ	03/12/2001	ARIZONA	04/23/2001		
91	REDINGTON	AZ	2	85602	AZ	03/12/2001	ARIZONA	04/23/2001		
92	BISBEE	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001		
93	COPPER QUEEN	AZ	2	85603	AZ	03/12/2001	ARIZONA	09/16/2014	JSURLS	
94	LOWELL	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001		
95	SOUTH BISBEE	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001		
96	SUNSET ACRES	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001		
97	TINTOWN	AZ	2	85603	AZ	03/12/2001	ARIZONA	04/23/2001		

Figure 24: Geo Locations

Fields:

- **Geo Location ID –** A system generated ID used to uniquely identify a geographic location.
- **Sc Description**[9] **–** The City of the geographic location
- **Sc4 Ss State ID –** The State abbreviation code of the geographic location
- **Sc4 County Code**[10] **–** The County Code of the geographic location
- **Sz Zip5**[11] **–** The zip code of the geographic location

[9] Refer to section 4, Cities for details
[10] Refer to section 6, Counties for details
[11] Refer to section 7, Zips for details

- **Ss State ID**[12] **–** The 2 character state abbreviation code.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Geo Locations Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Geo Locations Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Geo Locations Page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates there is a value entered in the Sc Description, Sc4 Ss State ID, Sc4 County Code, Sz Zip5, and Ss State ID fields.*

[12] Refer to section 5, States for details

9.1 Edit Geo Locations Page

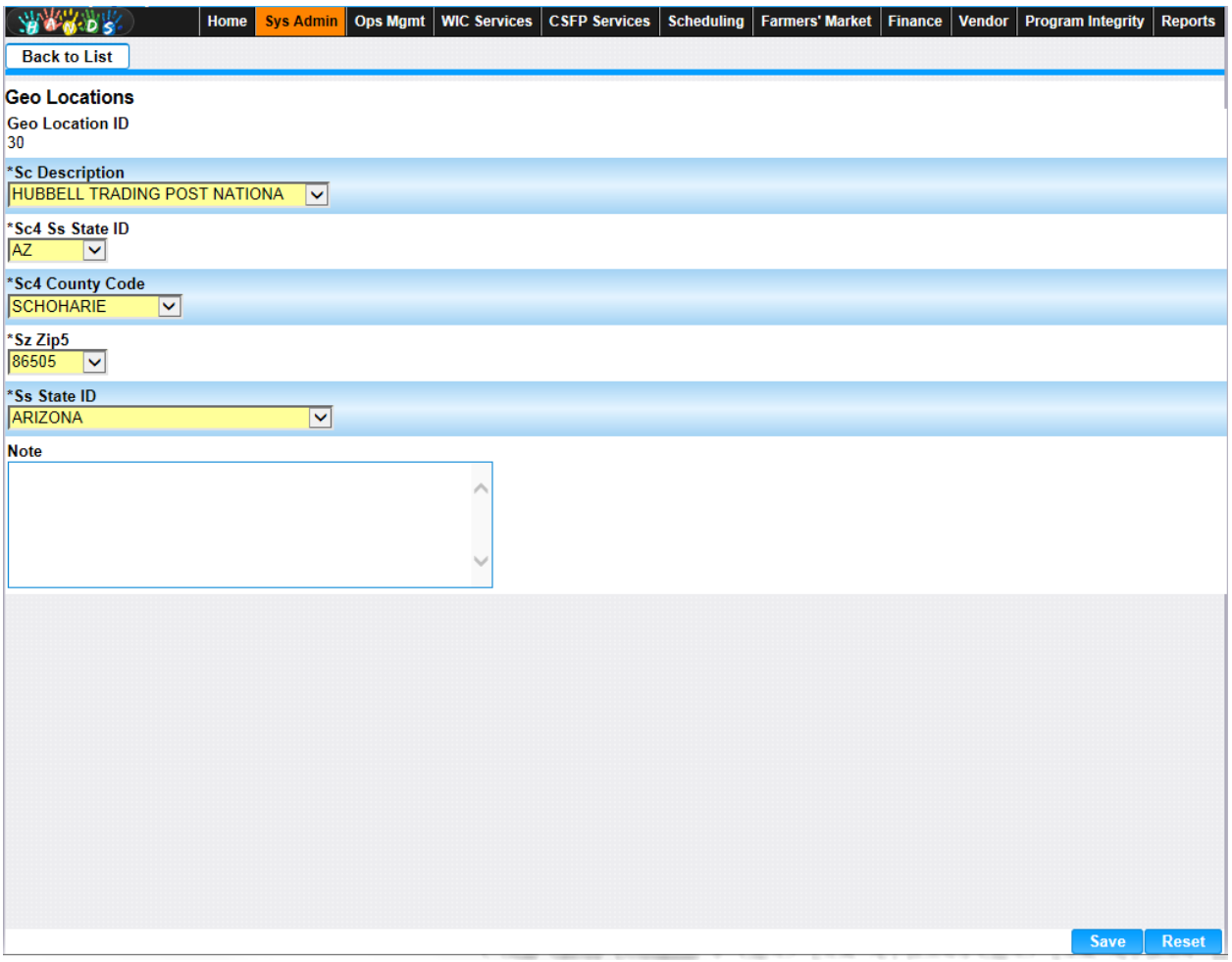


Figure 25: Edit Geo Locations Page

9.2 Delete Geo Locations Page

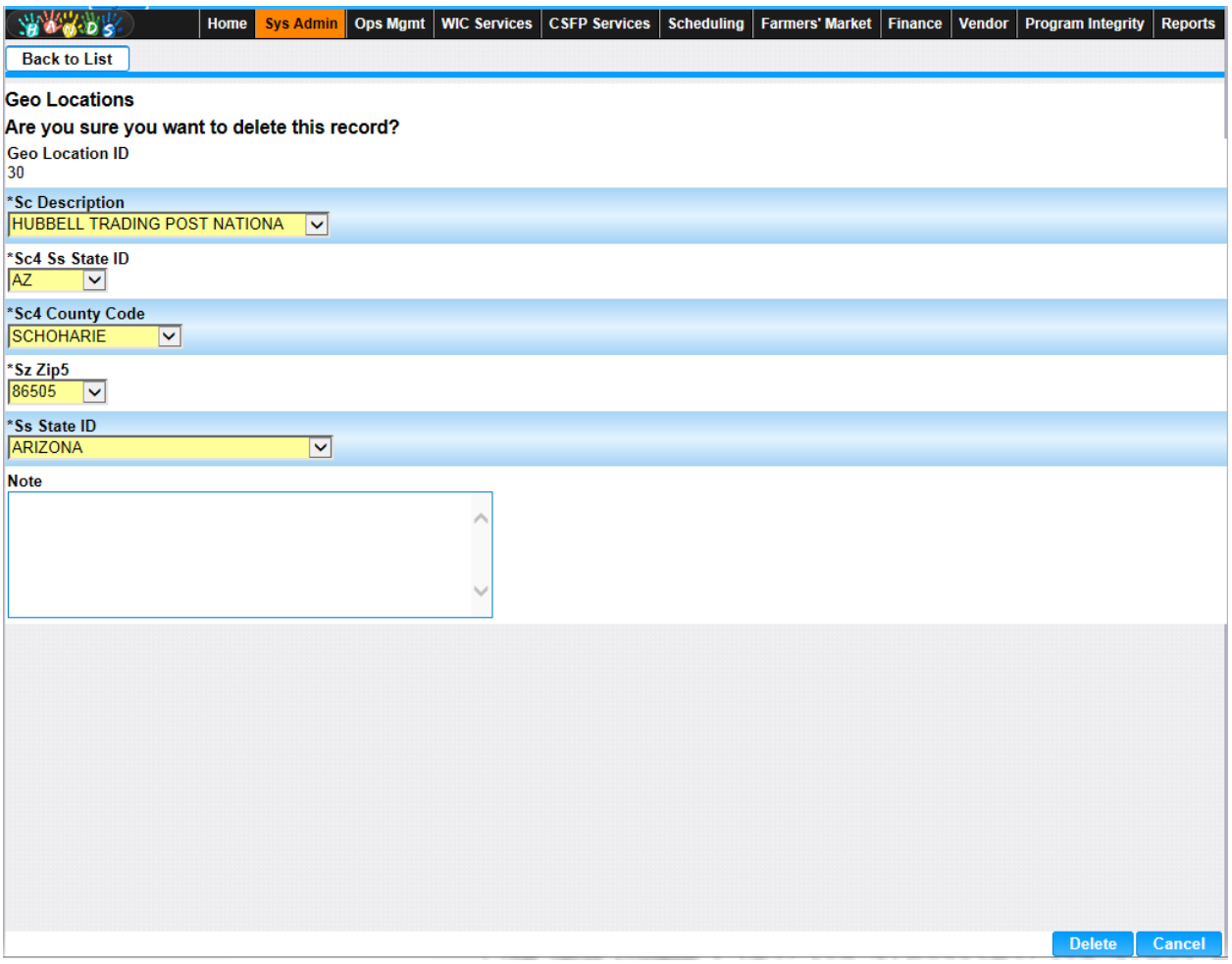


Figure 26: Delete Geo Locations Page

9.3 Add Geo Locations Page

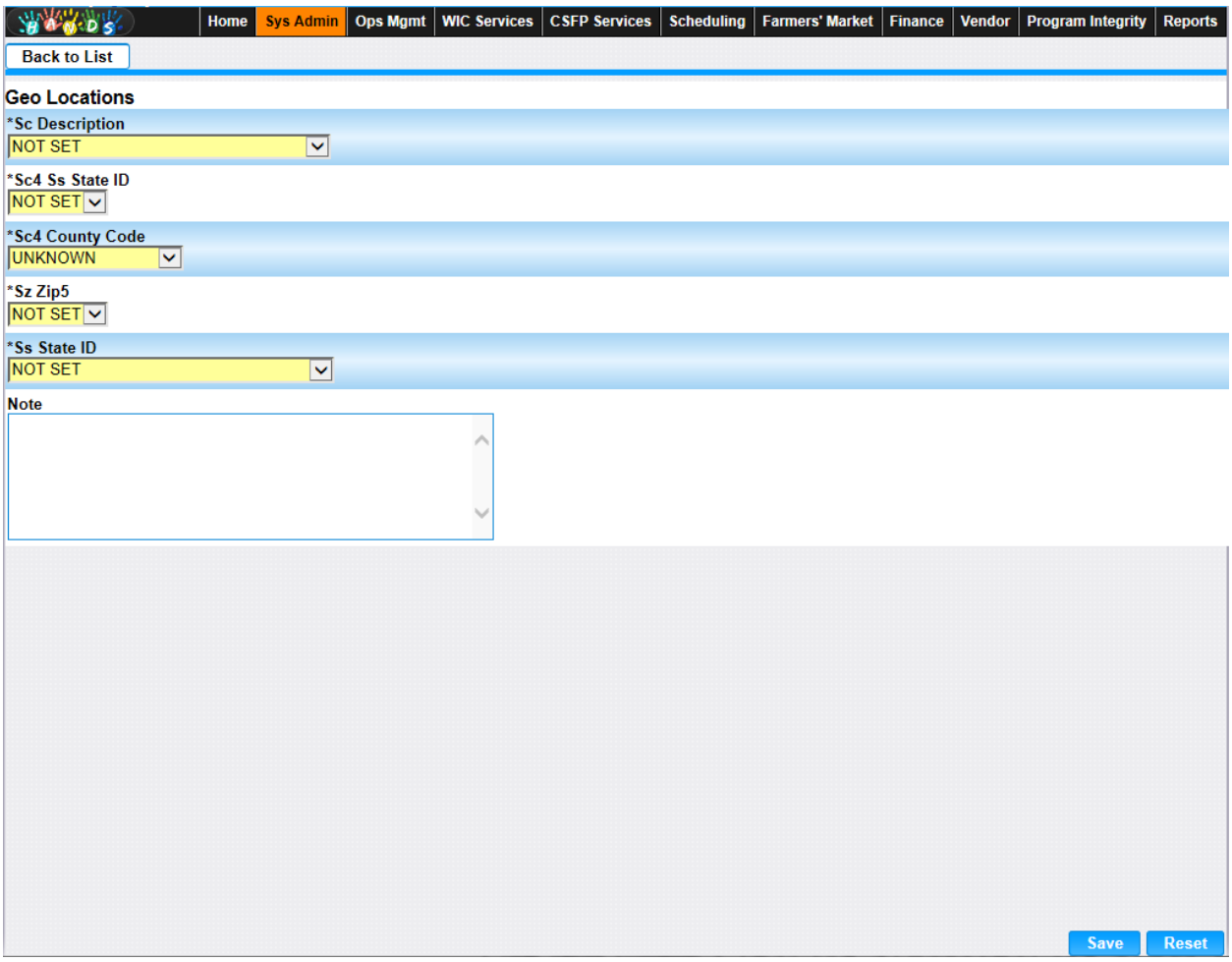


Figure 27: Add Geo Locations Page

10 ADD FORMS

Formal Documents and Forms can be made available to HANDS via the Add Forms base table.

Navigation Path: Sys Admin | System Administration | Add Forms

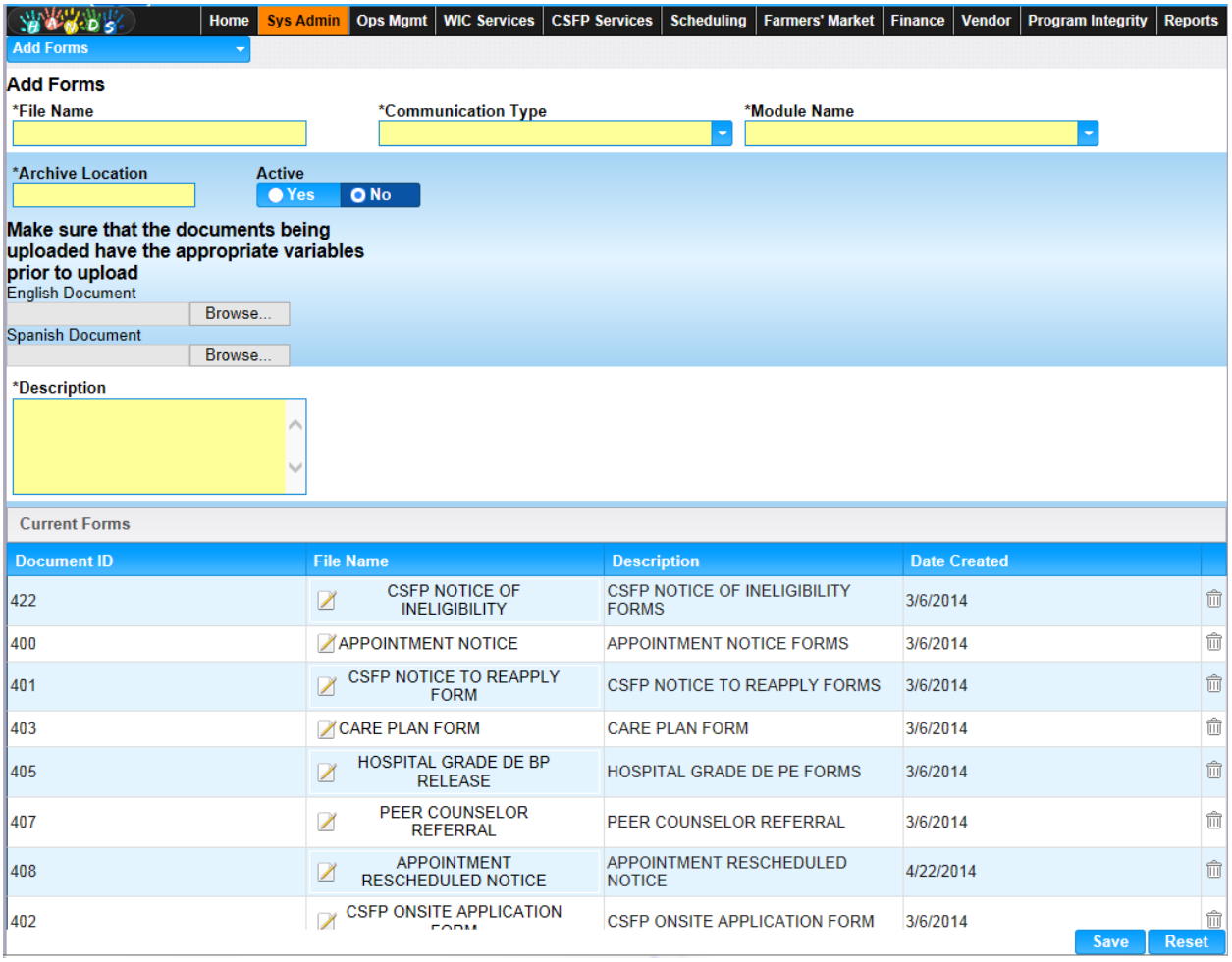


Figure 28: Add Forms

Fields:

- **File Name –** The File Name associated with the form to be uploaded to HANDS.
- **Communication Type –** The type of communication represented by the form to be uploaded to HANDS.
- **Module Name –** The HANDS module where the form should be made available.
- **Archive Location –** The location where HANDS will store the form.
- **Active –** Select "Yes" to make the form active and "No" to make it inactive.
- **English Document (Browse) –** Browse for the English version of the document and choose Open to set the source file location and file name.
- **Spanish Document –** Browse for the Spanish version of the document and choose Open to set the source file location and file name.
- **Description –** A verbose description of the form

Current Forms (Grid): *Lists the forms already uploaded to HANDS*

- **Document ID –** The unique ID assigned to the form by HANDS at the time the document was uploaded.
- **(File Name) –** Choose the Edit icon to navigate to the Edit screen pre-populated with the details of the record for editing

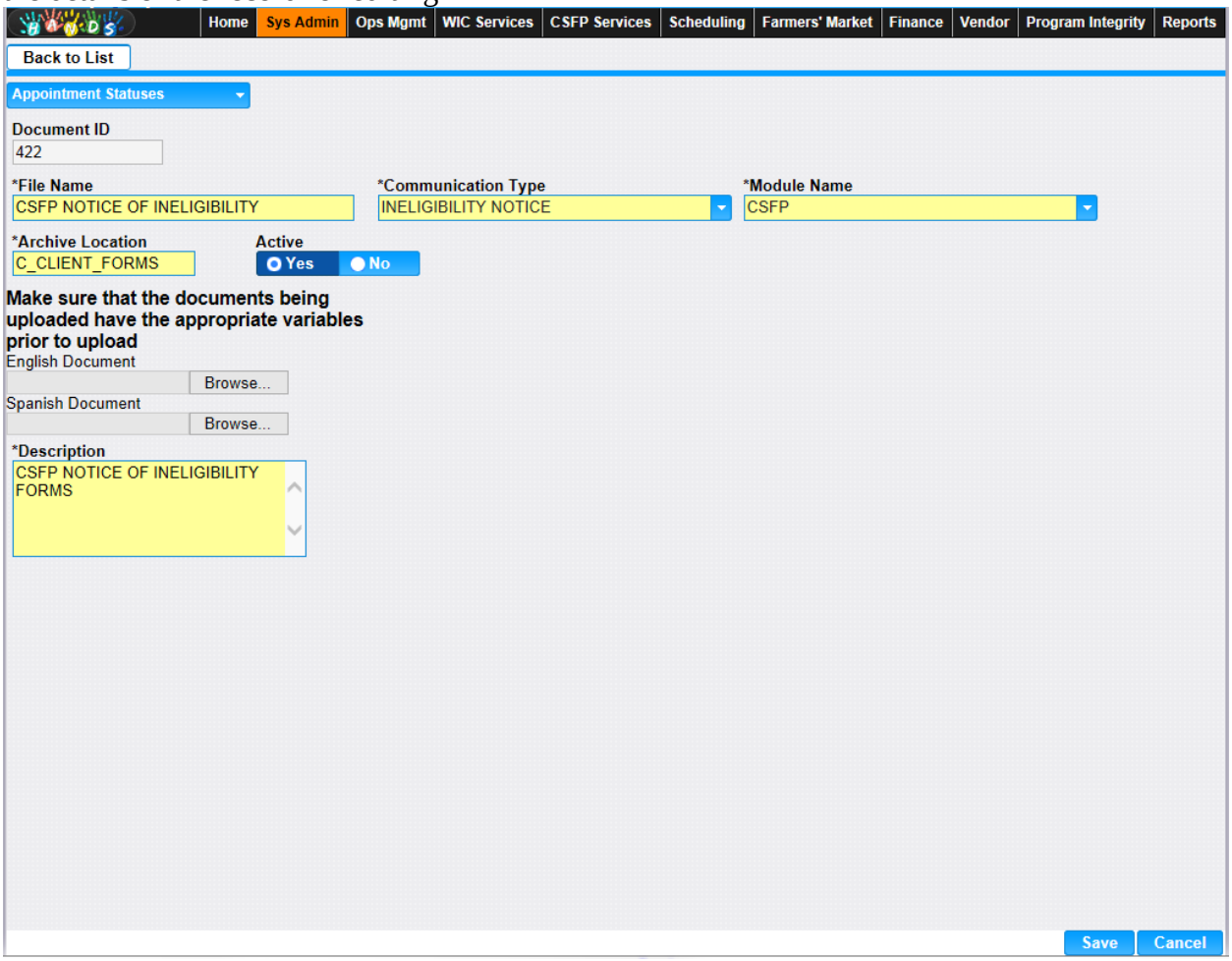
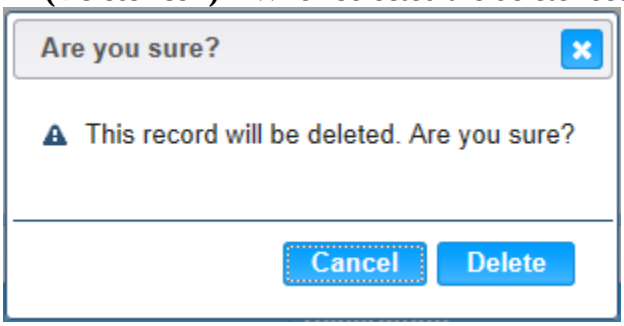


Figure 29: Edit File Name Page

- **Description –** The verbose description of the form
- **Date Created –** The date when the record was created.
- **(Delete Icon) –** When selected the delete record modal will be displayed



Buttons:

- **Save –** The Save button uploads a new form to HANDS, as configured via the top section of this Add Forms page
- **Reset –** The Reset button clears unsaved edits and refreshes the Add Forms page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates there is a value in the File Name, Communication Type, Module Name, Archive Location, and Description fields.*

11 STATE CONFIGURATION SETTINGS

The State Configuration Settings base table allows a system administrator to configure system wide properties of HANDS.

Navigation Path: Sys Admin | System Administration | State Configuration Settings

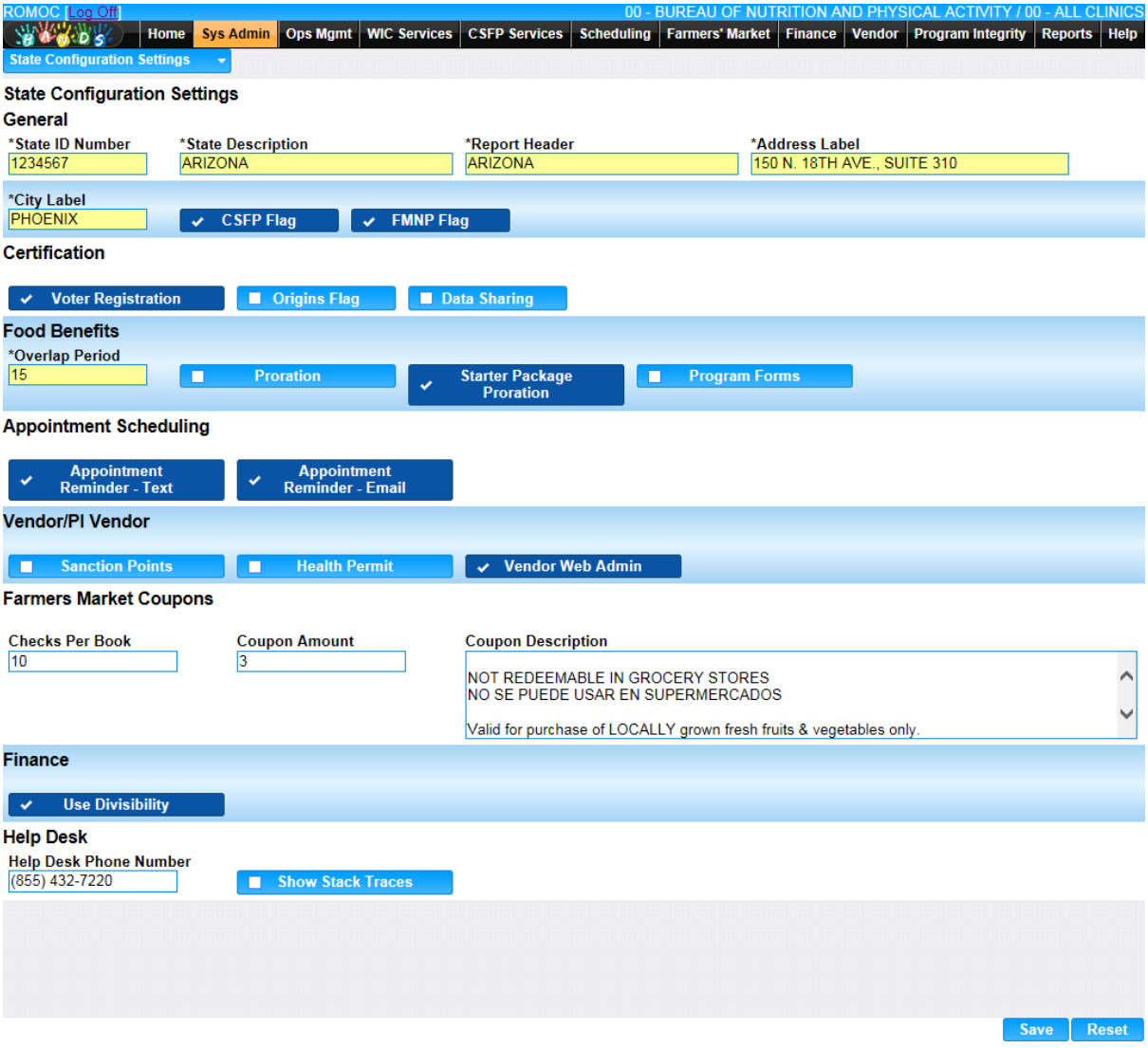


Figure 30: State Configuration Settings

Fields:

General:

- **State ID Number –** The FNS assigned State Identification number.
- **State Description –** The name of the state agency; this name is what will appear on reports throughout HANDS.
- **Report Header –** The report header that is printed and displayed on all HANDS reports.
- **Address Label –** The address label that is printed and displayed by HANDS.

- **City Label –** The label used by HANDS to designate a city, village or other geographic area.
- **CSFP Flag –** Check the CSFP Flag to enable the Commodity Supplemental Food Program functionality within HANDS for the State Agency.
- **FMNP Flag –** Check the FMNP Flag to enable the Farmer's Market Nutrition Program functionality with HANDS for the State Agency.

Certification:

- **Voter Registration –** Check the Voter Registration Flag to enable the voter registration functionality within HANDS for the State Agency.
- **Origins Flag –** Check the Origin Flag to enable the origins functionality within HANDS for the State Agency.
- **Data Sharing –** Check the Data Sharing Flag to enable the data sharing functionality within HANDS for the State Agency.

Food Benefits:

- **Overlap Period –** The number of days to use to calculate the overlap period for proration calculations.
- **Proration –** Allows the state to reduce food quantities for participants who pick up food prescriptions after the first date to use.
- **Starter Package Proration –** Allows the state to reduce food quantities within a new participant's starter package after the first date to use of the participants family. IE, Issue what remains for this participant this month and align the pickup date with the rest of the family for all subsequent pickups.
- **Program Forms –** Check the Program Forms Flag to force the issuance of program forms when issuing food benefits.

Appointment Scheduling:

- **Appointment Reminder – Text** – Check the Appointment Reminder – Text field in order to allow HANDS to send appointment reminder text messages.
  Note 1 – A Client must have a cell phone number (cell phone type) configured and the Appointment Reminder Preference "Text" box enabled in order to receive appointment reminders via text message.
- **Appointment Reminder – Email –** Check the Appointment Reminder – Email field in order to allow HANDS to send appointment reminder email messages.

Note – The Text and Email Appointments Reminder job needs to be scheduled. This is done via the configuration file that runs the Windows Service that accomplishes the actual sending of the data to OCN, the SMS provider or Email server. Here is an example (this handles SMS and email):

```
<add name="AppointmentReminderProd"
type="Hands.Services.Jobs.AppointmentReminder.AppointmentReminderJob,
Hands.Services.Jobs" environment="Production" startHour="10" startMinute="0"
hourFrequency="24" minuteFrequency="0">
    <jobData>
      <add name="SMTPHost" value="smtp.wic.local"></add>
    </jobData>
  </add>
```

Note: The time is configurable in the job setup, however, OCN will not send the actual texts prior to 8AM AZ time (they can receive them, but will not send until 8AM)
Assumption: The Production environment variable in the job above points to a connection string also within the config file. It is assumed that the EOD server where the service runs has access to the HNDAZ database.
Caveat: The Windows Service, "HANDS Appointment Reminder Service", needs to be stopped when the job is added and then restarted afterward.

Vendor/PI Vendor:

- **Sanction Points –** Check the Sanction Points Flag to enable the HANDS Vendor Management module to make use of the HANDS Sanction Points functionality for the State Agency.
- **Health Permit –** Check the Health Permit Flag to enable the HANDS Vendor Management module to make use of the HANDS Health Permit functionality for the State Agency.
- **Vendor Web Admin –** Check the Vendor Web Admin Flag to enable the HANDS Vendor Management module Follow-up Required fields for the State Agency.

Farmers Market Coupons:

- **Checks Per Book –** The maximum number of checks that can be issued.
- **Coupon Amount –** The maximum amount a single check can be issued for.

Finance:

- **Use Divisibility –** Check the Use Divisibility Flag to enable the HANDS Finance module to make use of the Divisibility functionality for the State Agency.

Help Desk:

- **Help Desk Phone Number –** The contact number of the State Agency Help Desk.
- **Show Stack Traces –** Enable the Show Stack Traces Flag to enable the generation of stack trace information when logging system error events.

Buttons:

- **Save –** The Save button will save edits made to the State Agency configuration.
- **Reset –** The Reset button clears unsaved edits and reloads the State Configuration Settings Page from the database.

Calculation(s): None

Background Processes:

1. *When Save is selected, the system validates if there is a value entered in the State ID Number, State Description, Report Header, Address Label, City Label, and Overlap Period fields.*

12 BANK DISPOSITIONS

The Bank Dispositions base table allows for the configuration of available bank disposition types.

Navigation Path: Sys Admin | System Base Tables | Bank Dispositions

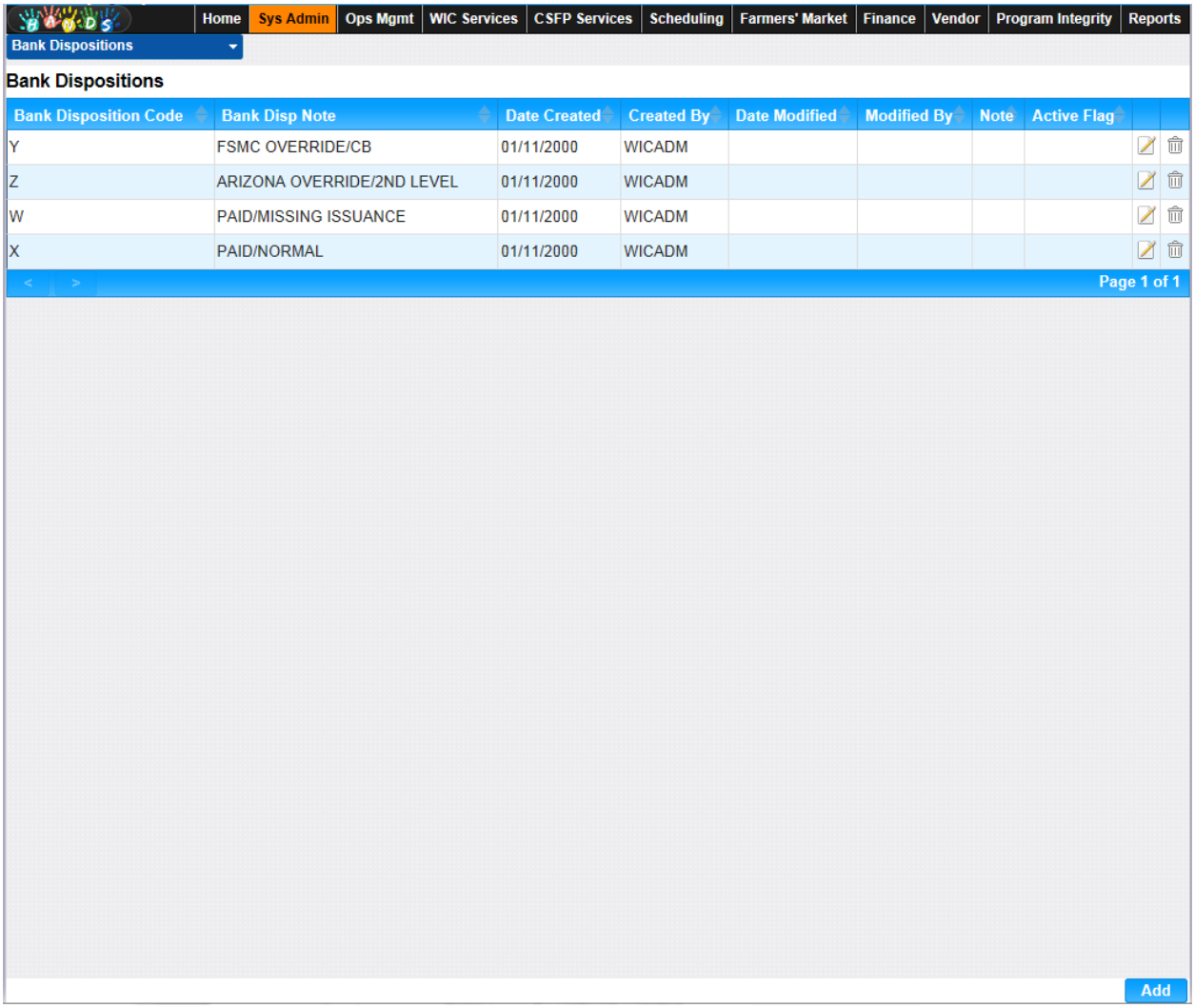


Figure 31: Bank Dispositions

Fields:

- **Bank Disposition Code –** A user defined 1 character code used to uniquely define the bank disposition type within HANDS.
- **Bank Disp Note –** A verbose description of the bank disposition type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **Active Flag –** A Yes/No indicator of if the bank disposition type is Active.
- **(Edit Icon) –** When selected navigation will switch to the Edit Bank Dispositions Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Bank Dispositions Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Bank Dispositions Page

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value entered in the Bank Disp Note field.*
2. *On Add, the system validates if there is a value entered in the Bank Disposition Code and Bank Disp Note fields.*

12.1 Edit Bank Dispositions Page

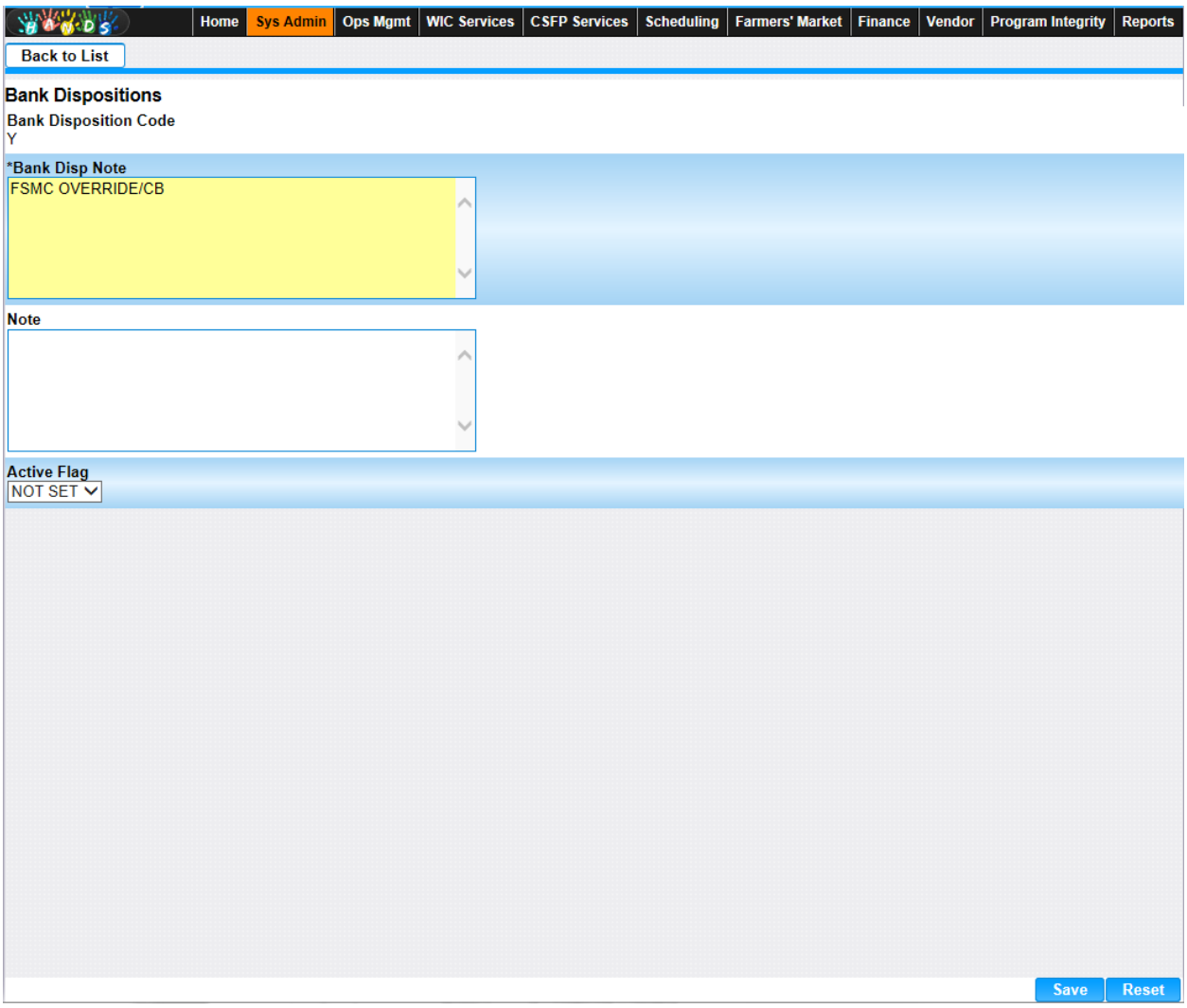


Figure 32: Edit Bank Dispositions Page

12.2 Delete Bank Dispositions Page

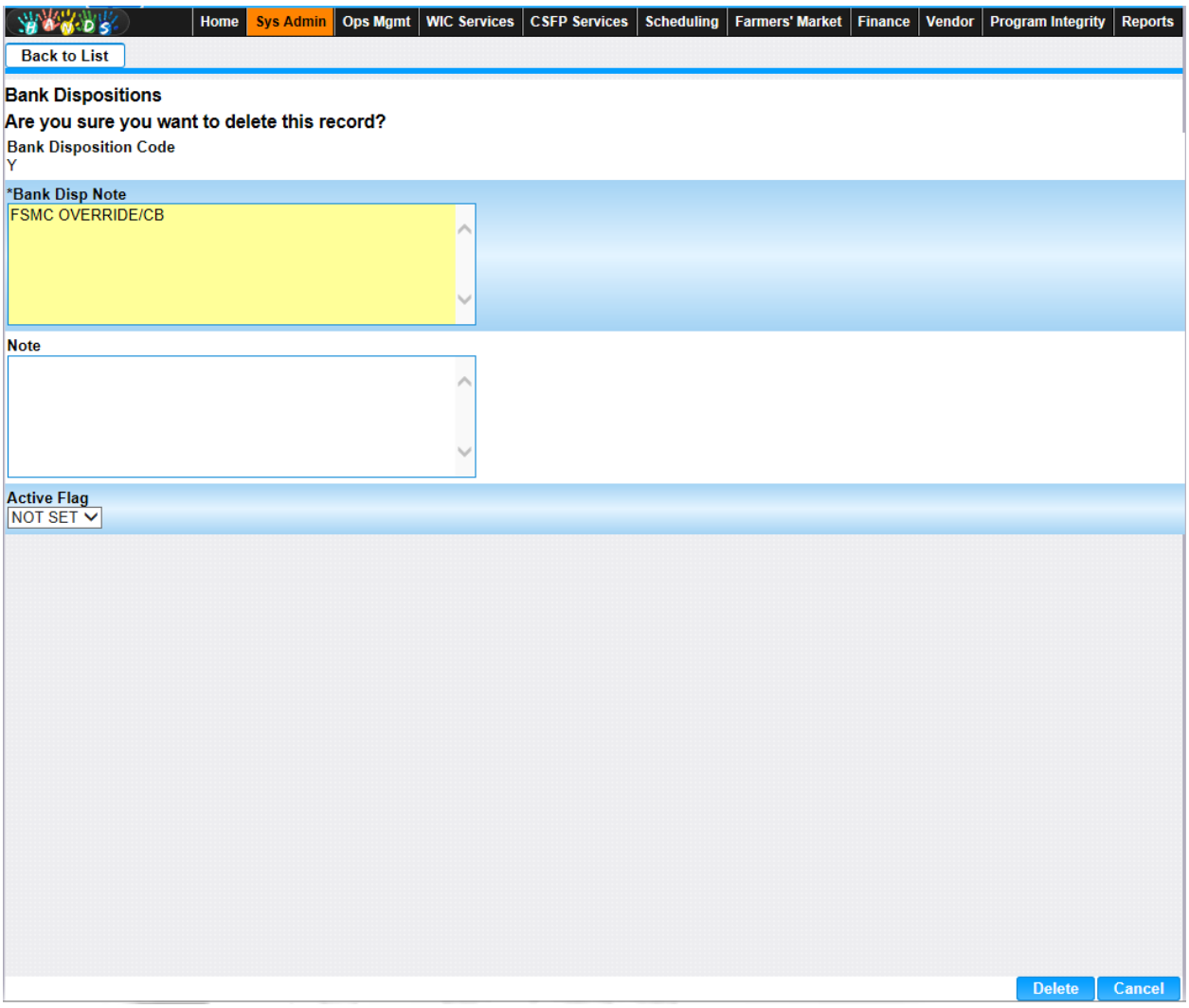


Figure 33: Delete Bank Dispositions Page

12.3 Add Bank Dispositions Page

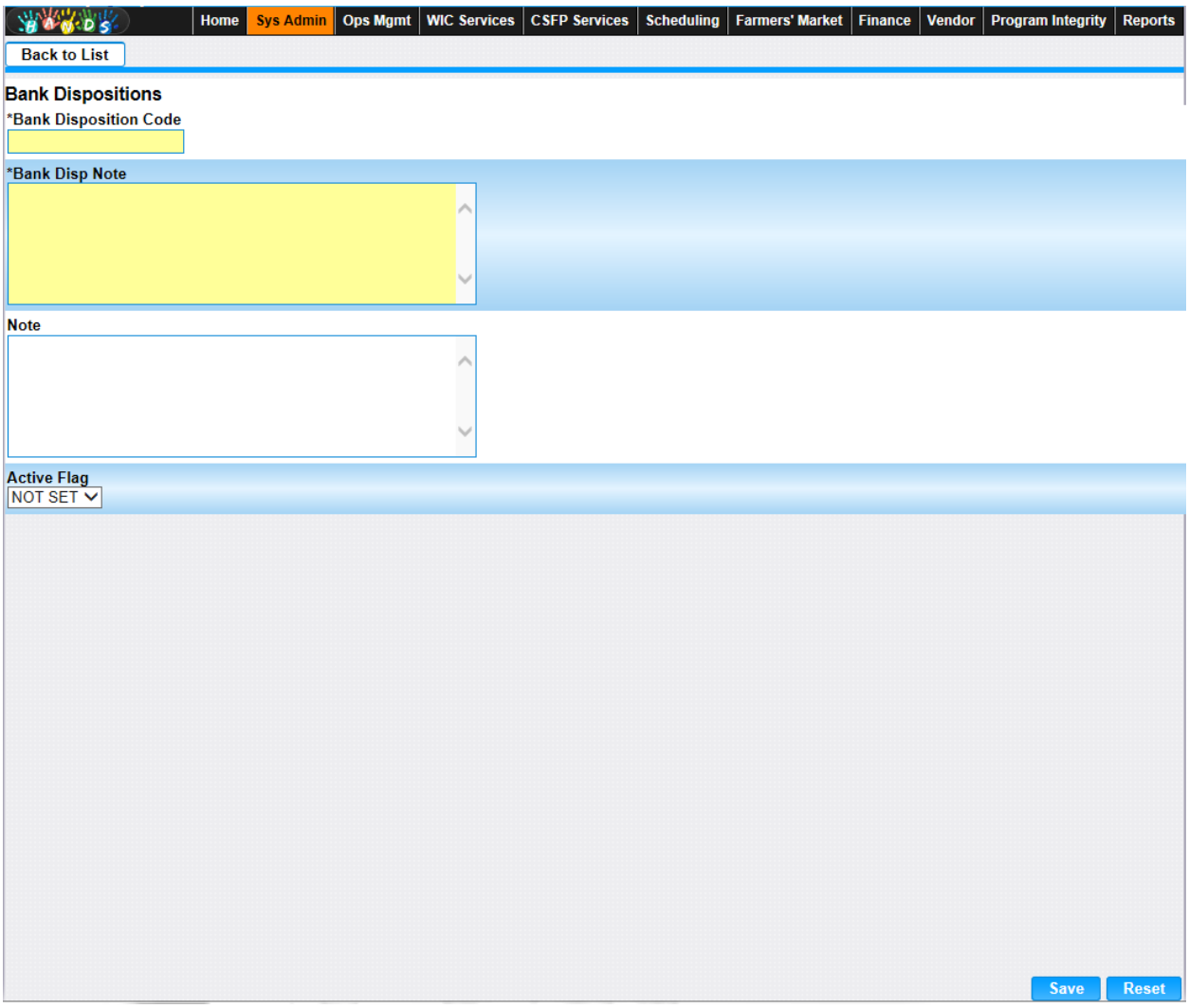
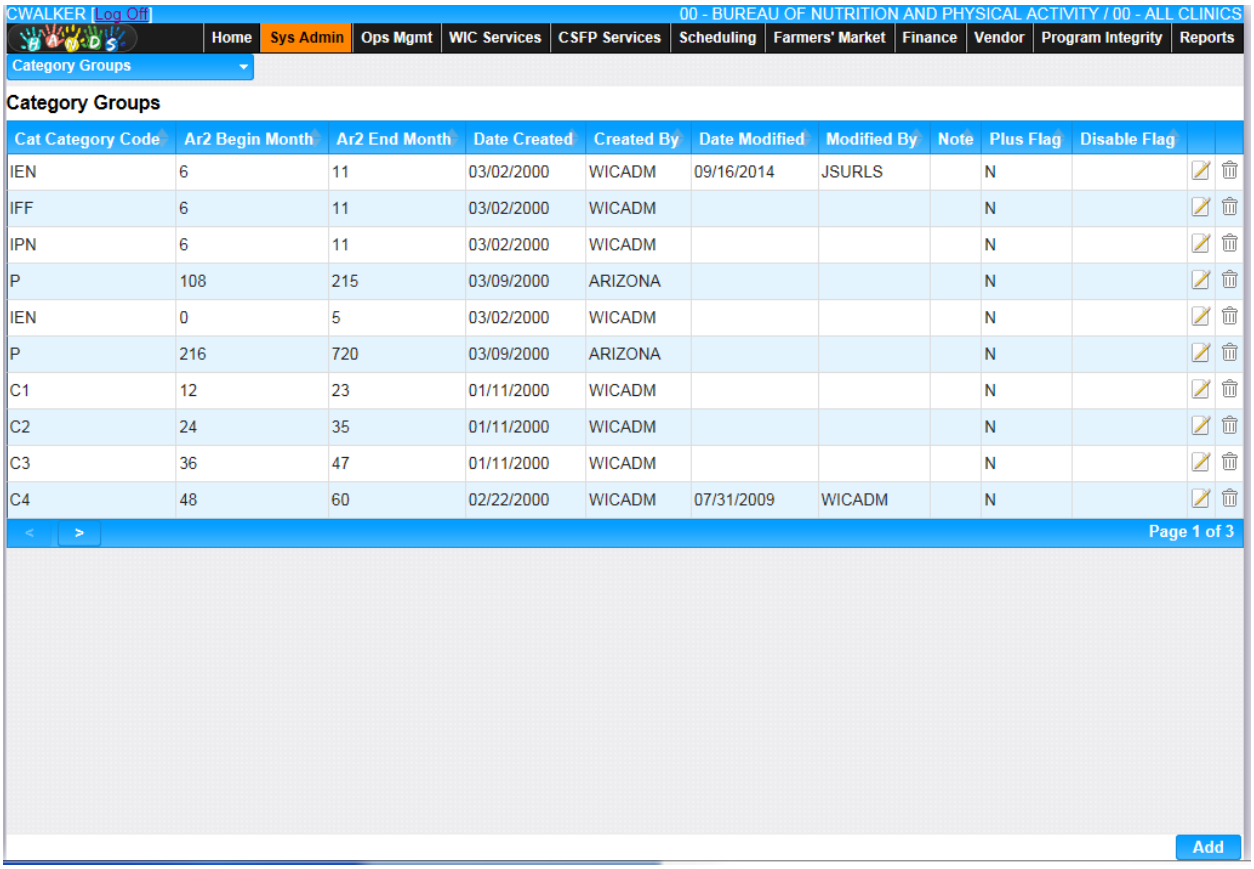


Figure 34: Add Bank Dispositions Page

13 CATEGORY GROUPS

The Category Groups base table allows for the configuration of client category groupings based on age ranges of the client. The Category Groups base table is dependent on configurations made via the Age Ranges base table.

Navigation Path: Sys Admin | System Base Tables | Category Groups



Cat Category Code	Ar2 Begin Month	Ar2 End Month	Date Created	Created By	Date Modified	Modified By	Note	Plus Flag	Disable Flag
IEN	6	11	03/02/2000	WICADM	09/16/2014	JSURLS		N	
IFF	6	11	03/02/2000	WICADM				N	
IPN	6	11	03/02/2000	WICADM				N	
P	108	215	03/09/2000	ARIZONA				N	
IEN	0	5	03/02/2000	WICADM				N	
P	216	720	03/09/2000	ARIZONA				N	
C1	12	23	01/11/2000	WICADM				N	
C2	24	35	01/11/2000	WICADM				N	
C3	36	47	01/11/2000	WICADM				N	
C4	48	60	02/22/2000	WICADM	07/31/2009	WICADM		N	

Figure 35: Category Groups

Fields:

- **Cat Category Code –** Client Category Code.
- **Ar2 Begins Month**[13] **–** Age in Months the client's current age must be greater than or equal to in order qualify for inclusion as a member of the Category Code defined by the record.
- **Ar2 End Month –** Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the Category Code defined by the record.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.

[13] The Ar2 Begin and End Months must coincide with an age range setup within the Age Ranges module. Refer to section 2, Age Ranges of the "HANDS DFDD Food Package State" document for details.

- **Note –** A free text field used for storing notes specific to the record.
- **Plus Flag –** A Y/N indicator of if a woman is both breastfeeding and using formula. The field is used for legacy support of AIM. HANDS makes the determination based on the Category Code associated with a client (IPN, IPN+, PN or PN+).
- **Disable Flag –** Yes/No flag indicating if the record is available for selection within other Food Package configuration screens.
- **(Edit Icon) –** When selected navigation will switch to the Edit Category Groups Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Category Groups Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Category Groups Page.

Calculation(s): None

Background Processes:

1. *When Save is selected on Add, the system validates a value is entered in the Cat Category Code, Ar2 Begin Month, Ar2 End Month, and Plus Flag fields.*

   Note: Food packages are linked to client category groups via the Food Package main page. The link restricts food packages for availability to the appropriate category group(s). For example, a food package containing Juice and Cereal can be made available for infants 4-11 months old, but restricted for infants 0-4 months old.

13.1 Edit Category Groups Page

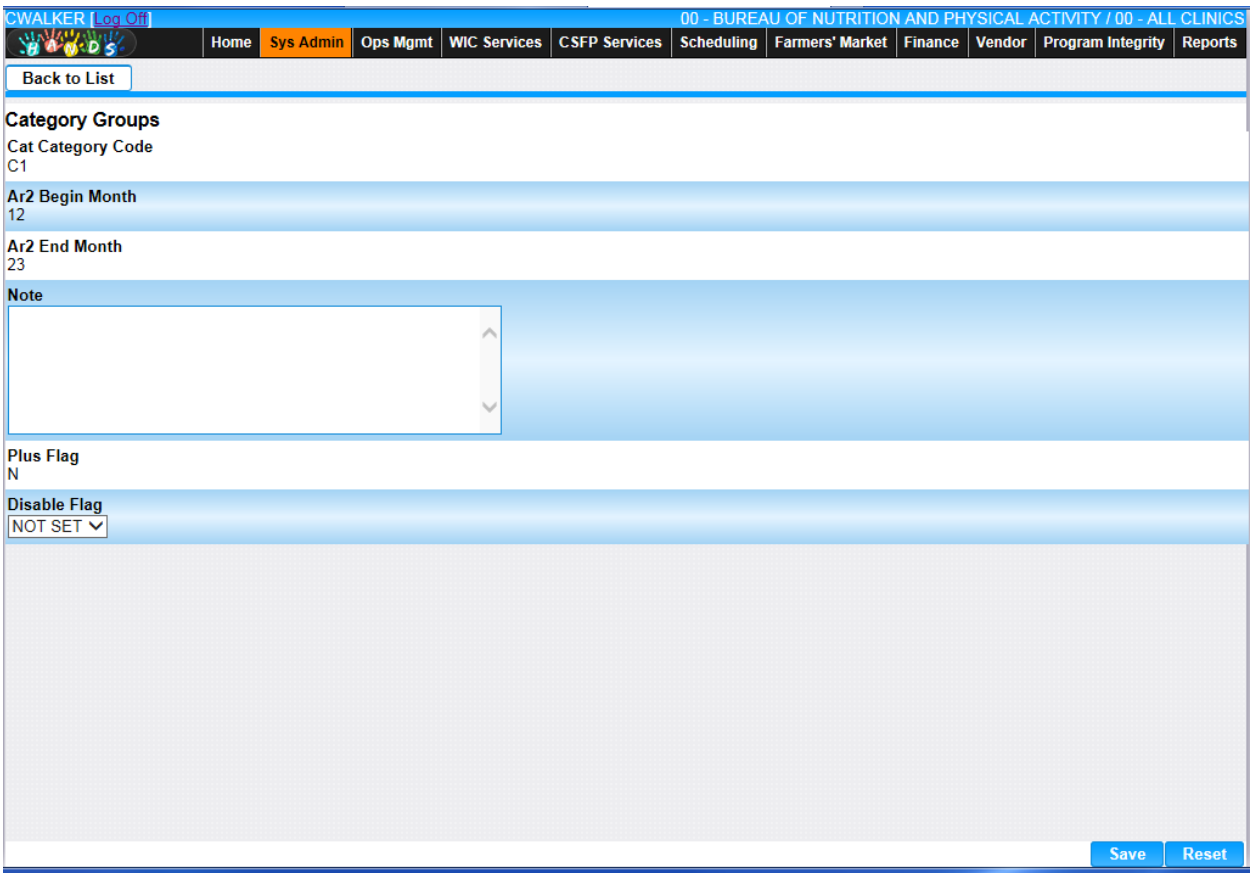


Figure 36: Edit Category Groups Page

13.2 Delete Category Groups Page

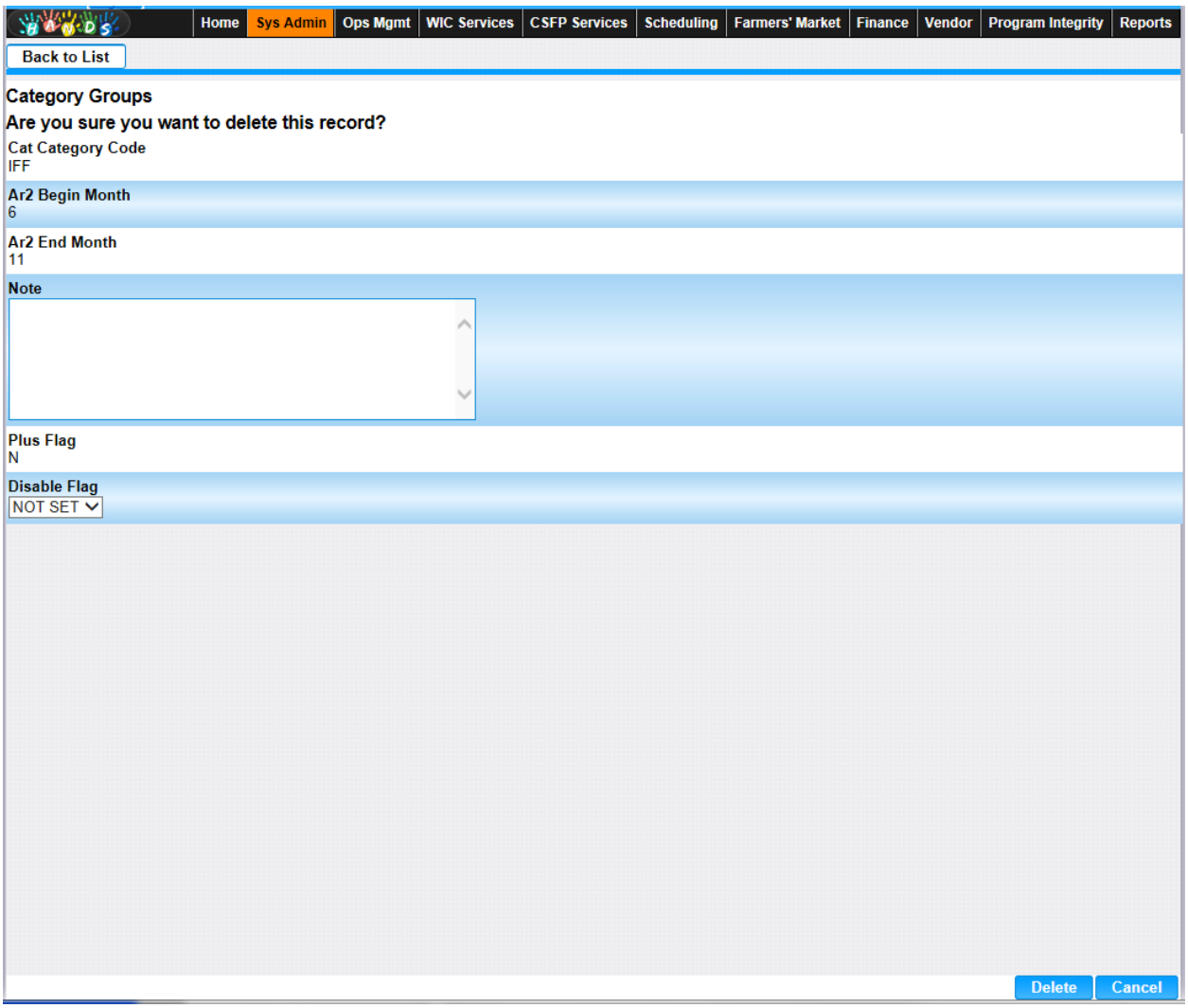


Figure 37: Delete Category Groups Page

13.3 Add Category Groups Page

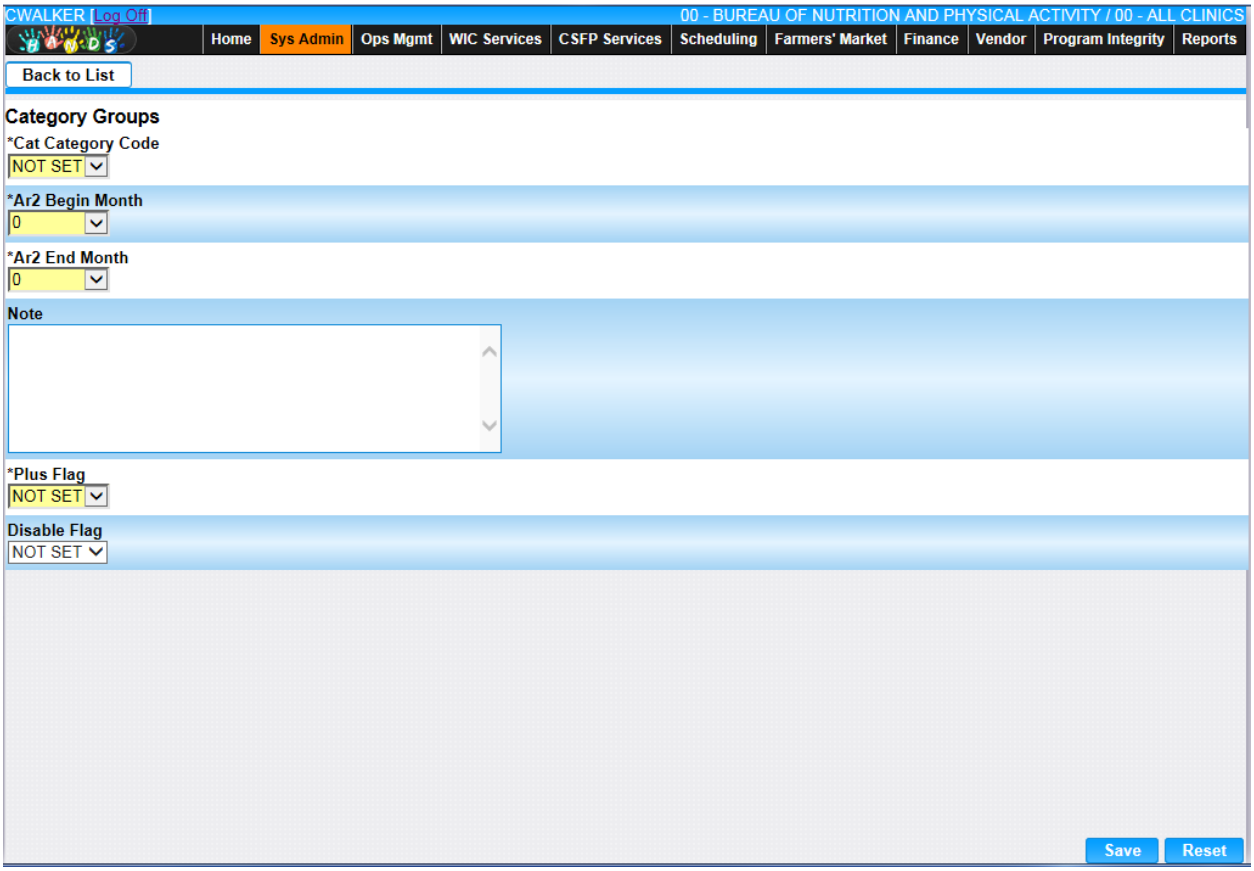


Figure 38: Add Category Groups Page

14 CONTACT METHODS

The Contact Methods base table allows for the configuration of contact methods within HANDS.

Navigation Path: Sys Admin | System Base Tables | Contact Methods

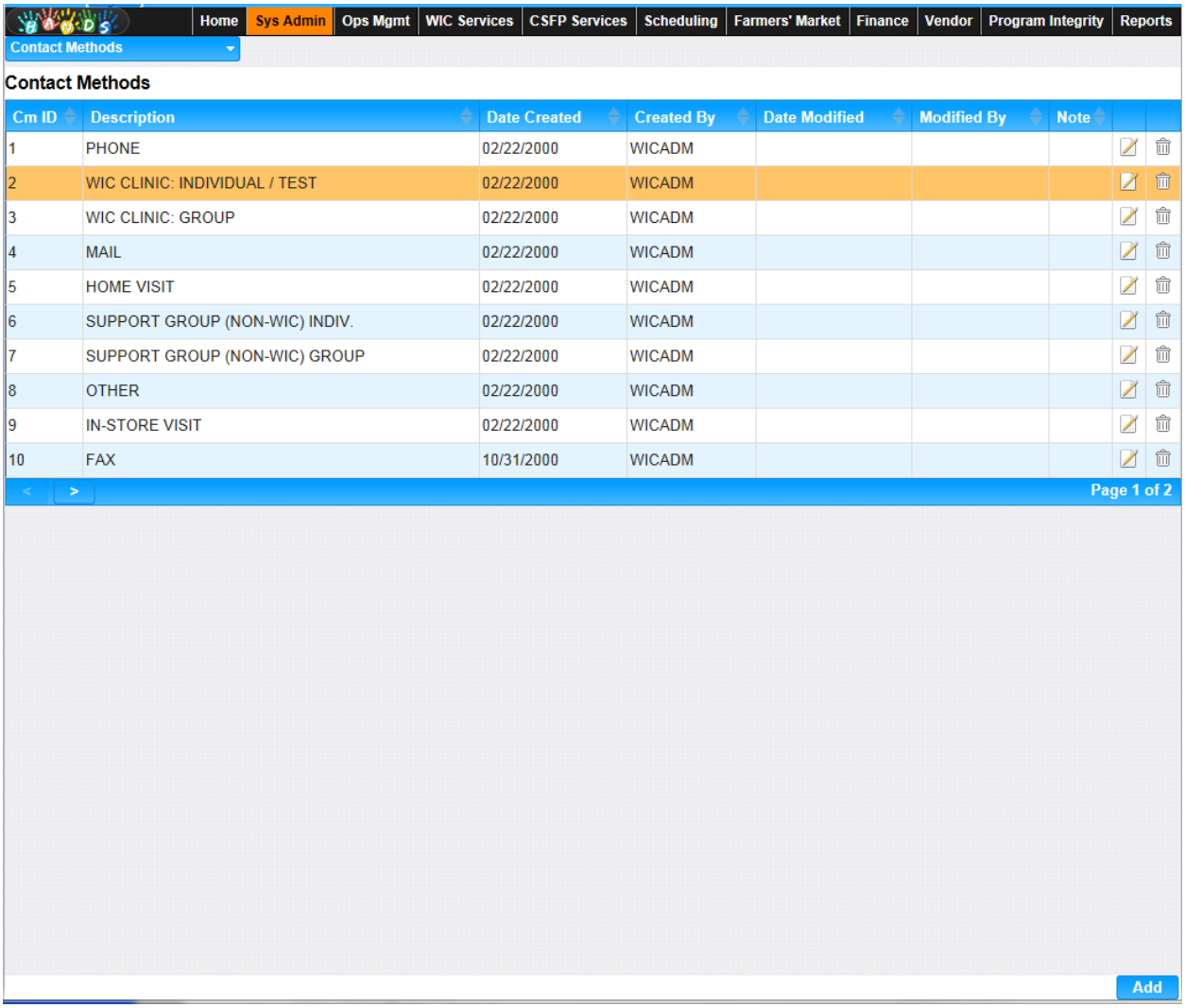


Figure 39: Contact Methods

Fields:

- **Cm ID –** A user defined 2 digit ID used to uniquely define a contact method within HANDS.
- **Description –** A verbose description of the contact method.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Methods Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Methods Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Contact Methods Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the Cm ID and Description fields.*

14.1 Edit Methods Page

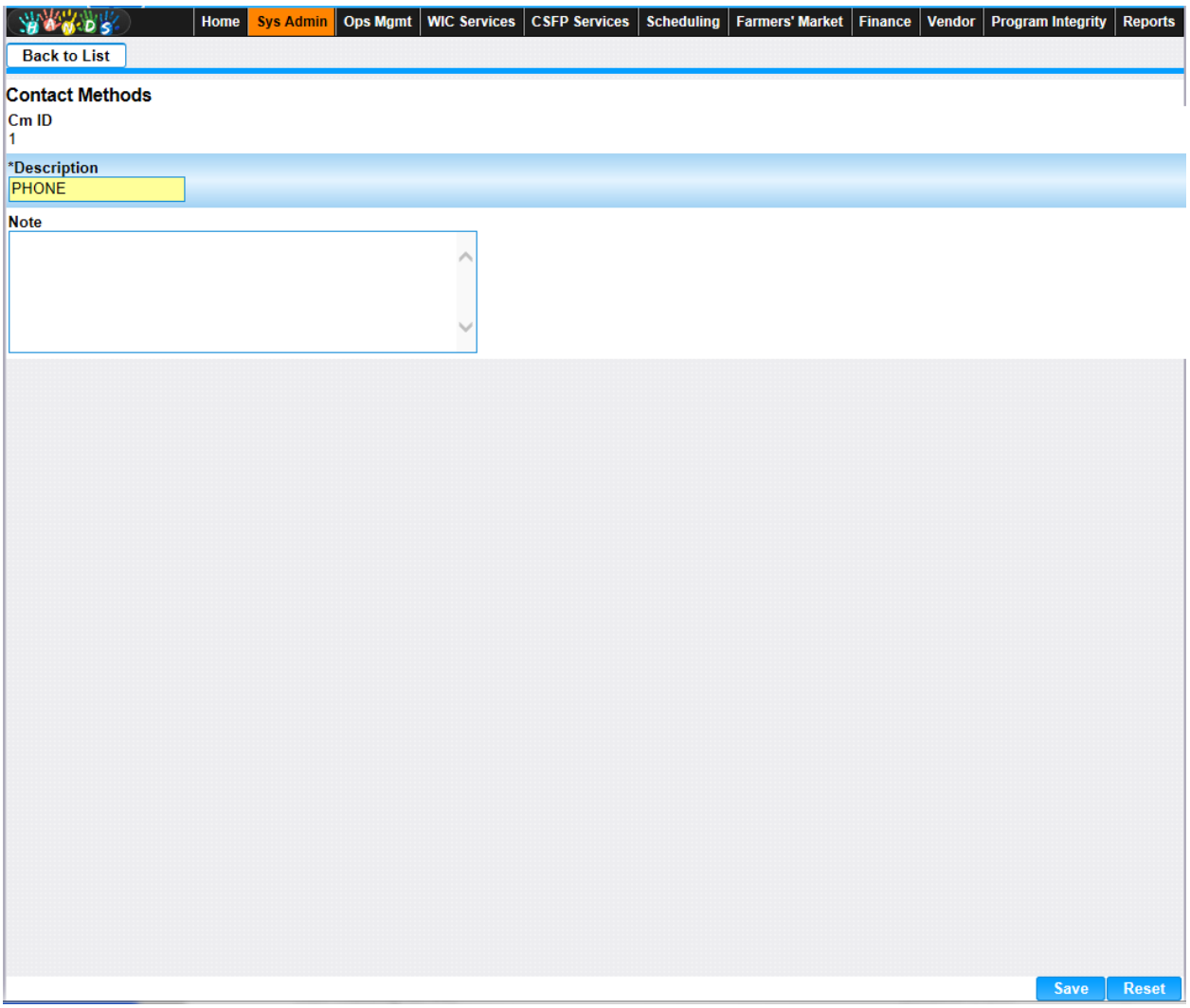


Figure 40: Edit Contact Methods Page

14.2 Delete Methods Page

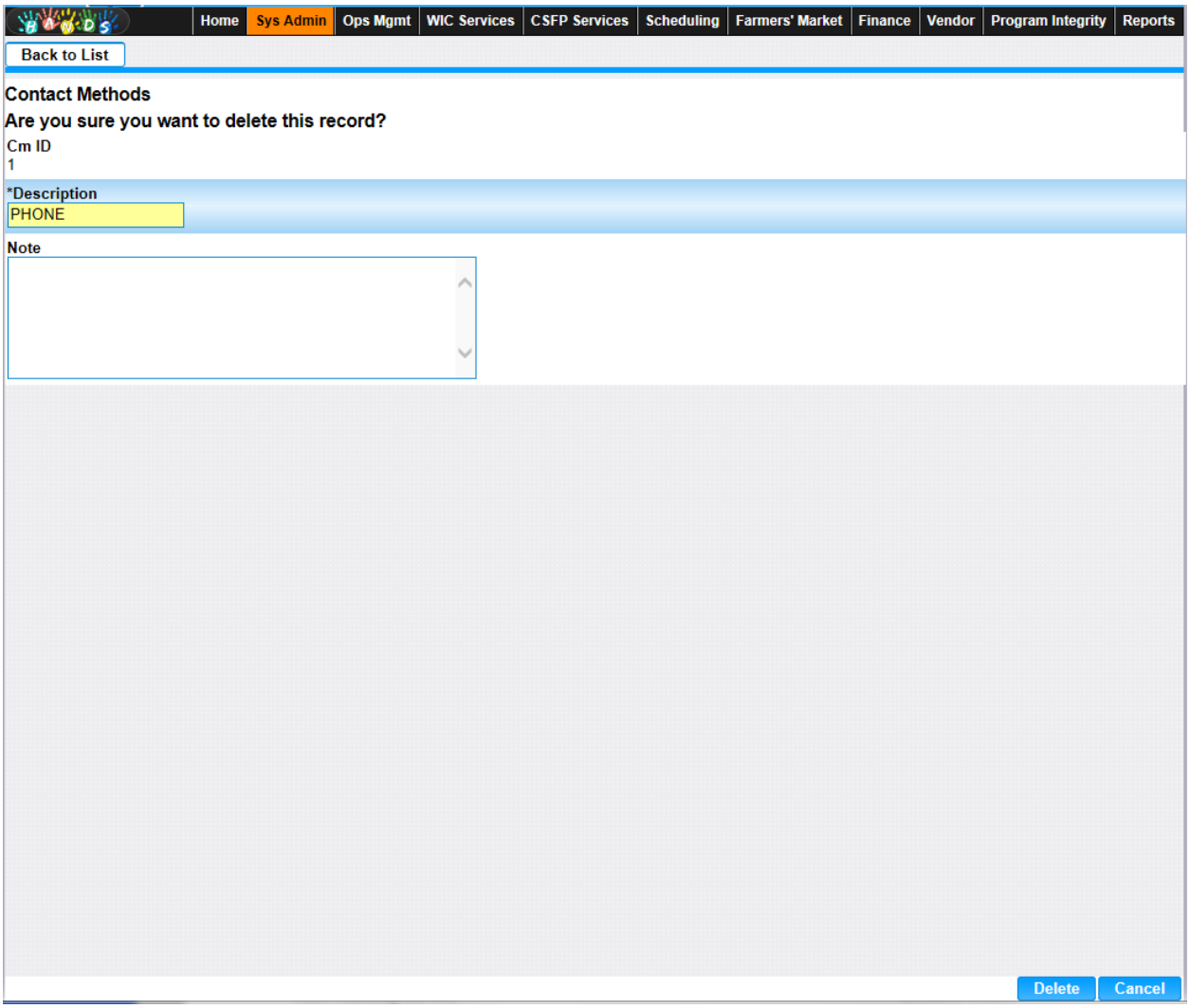


Figure 41: Delete Contact Methods Page

14.3 Add Methods Page

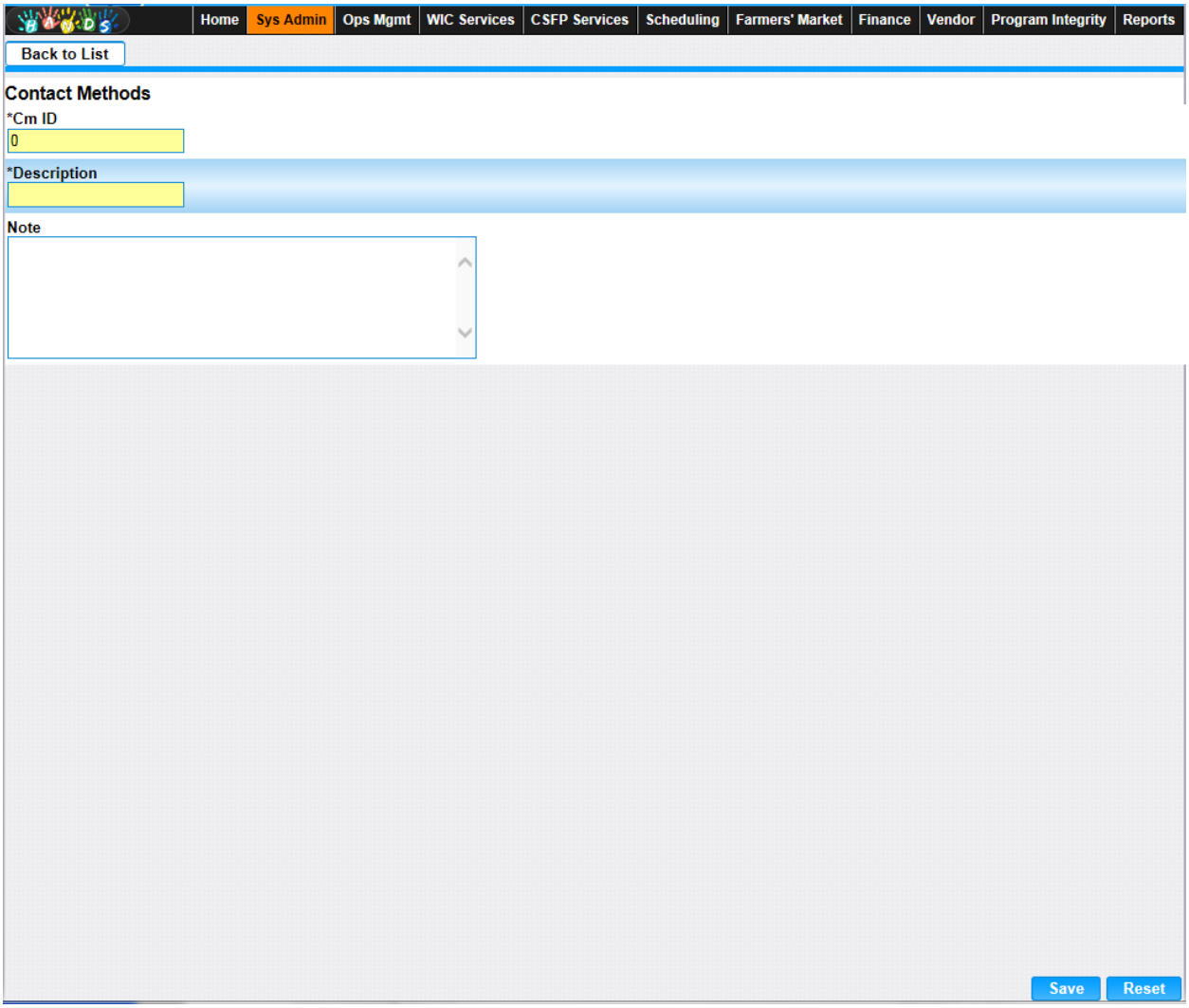


Figure 42: Add Contact Methods Page

15 CONTACT TITLES

The Contact Titles base table allows for the configuration of contact titles within HANDS.

Navigation Path: Sys Admin | System Base Tables | Contact Titles

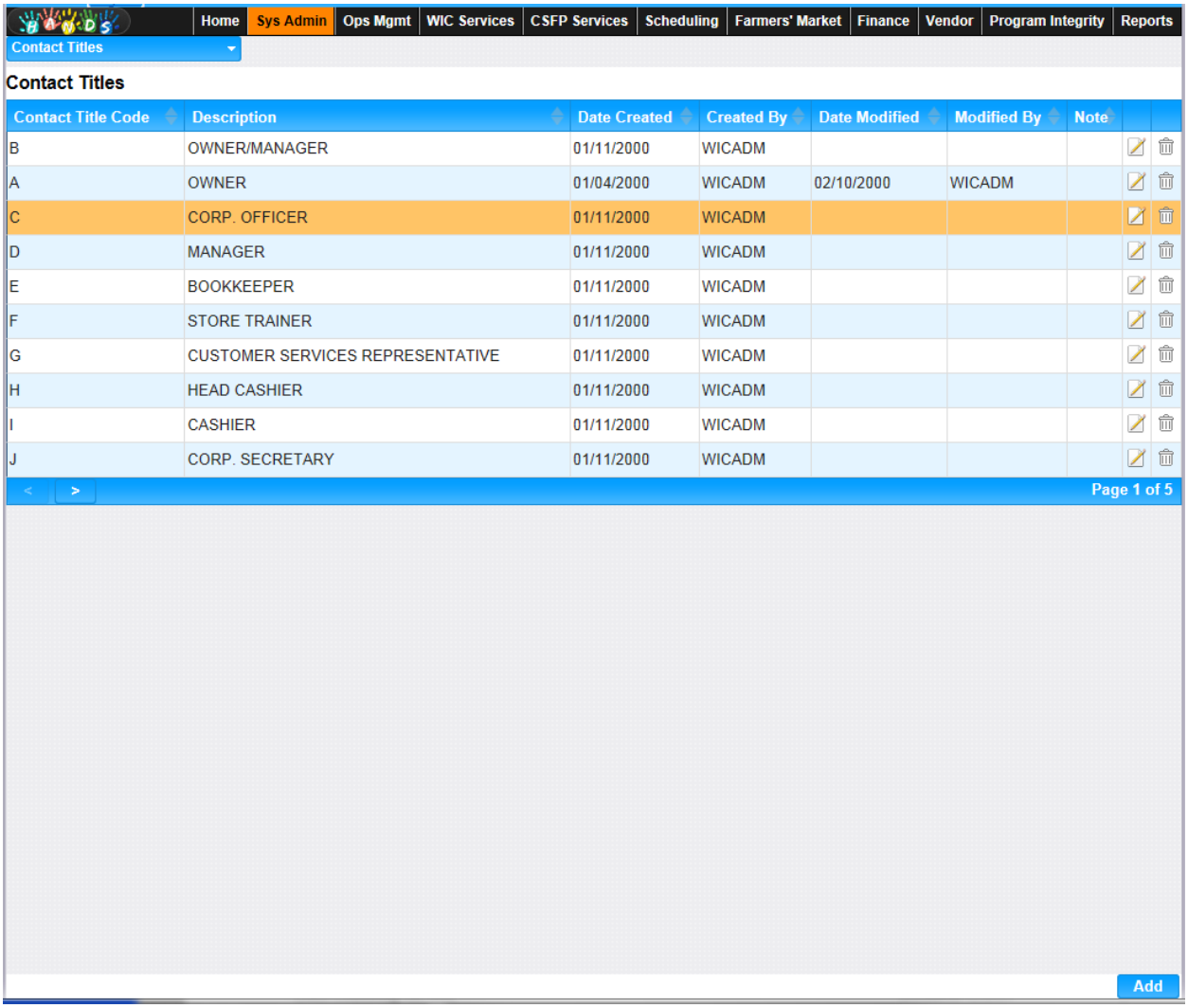


Figure 43: Contact Titles

Fields:

- **Contact Title Code –** A user defined 2 character string used to uniquely define a contact title type within HANDS.
- **Description –** A verbose description of the contact title type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Contact Titles Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Contact Titles Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Contact Methods Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value entered in the Description field.*
2. *On Add, the system validates if there is a value entered in the Contact Title Code and Description fields.*

15.1 Edit Contact Titles Page

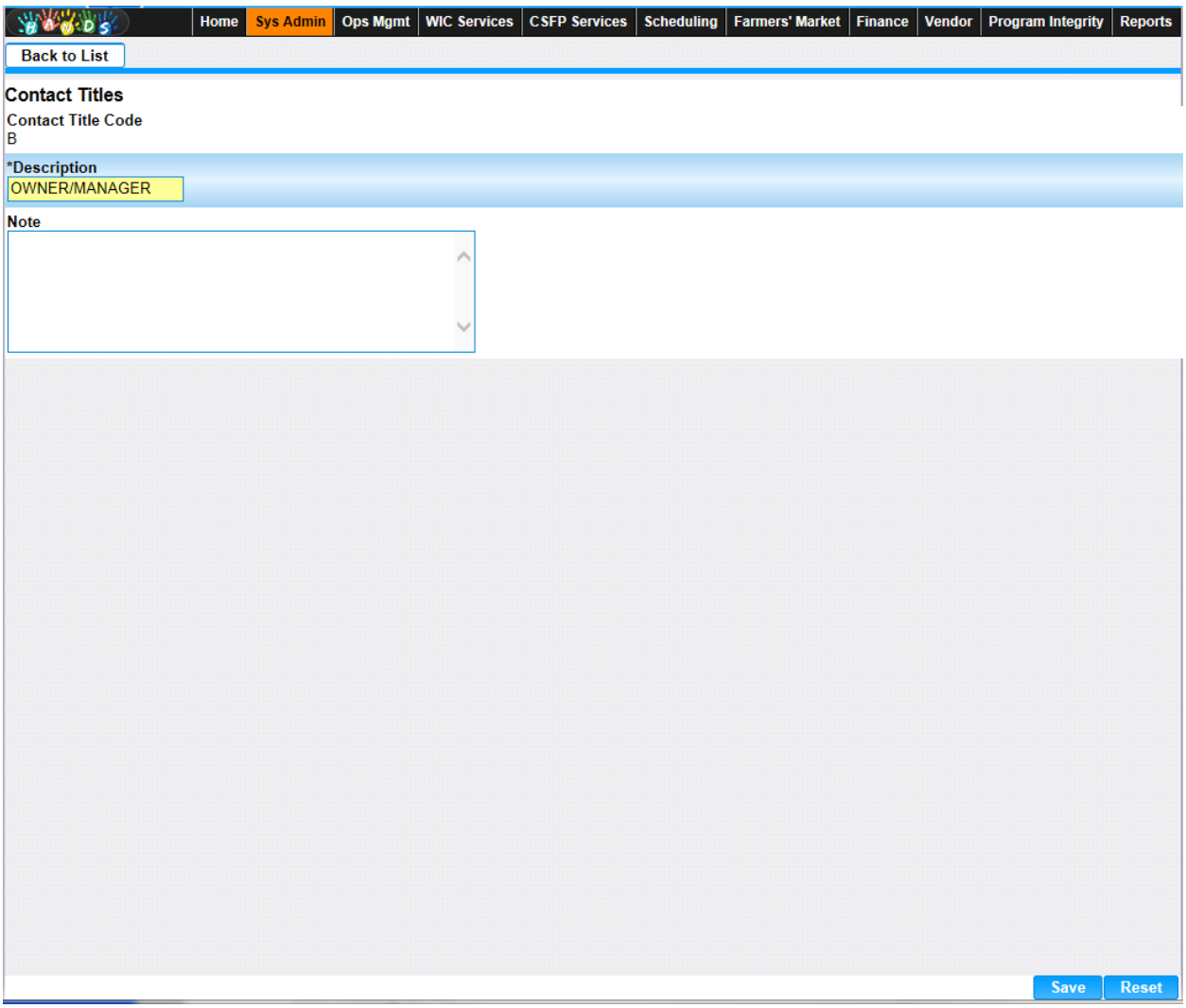


Figure 44: Edit Contact Titles Page

15.2 Delete Contact Titles Page

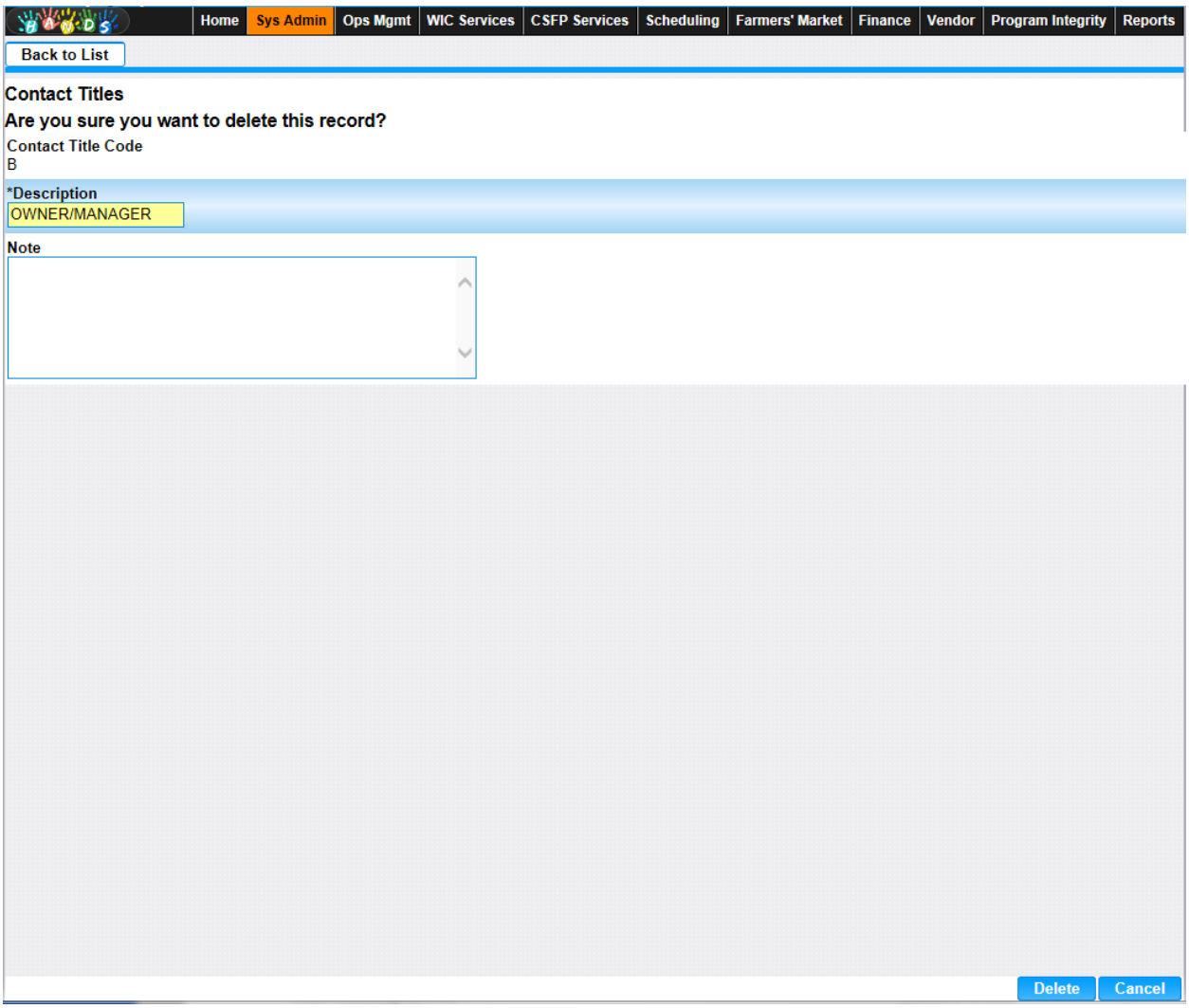


Figure 45: Delete Contact Titles Page

15.3 Add Contact Titles Page

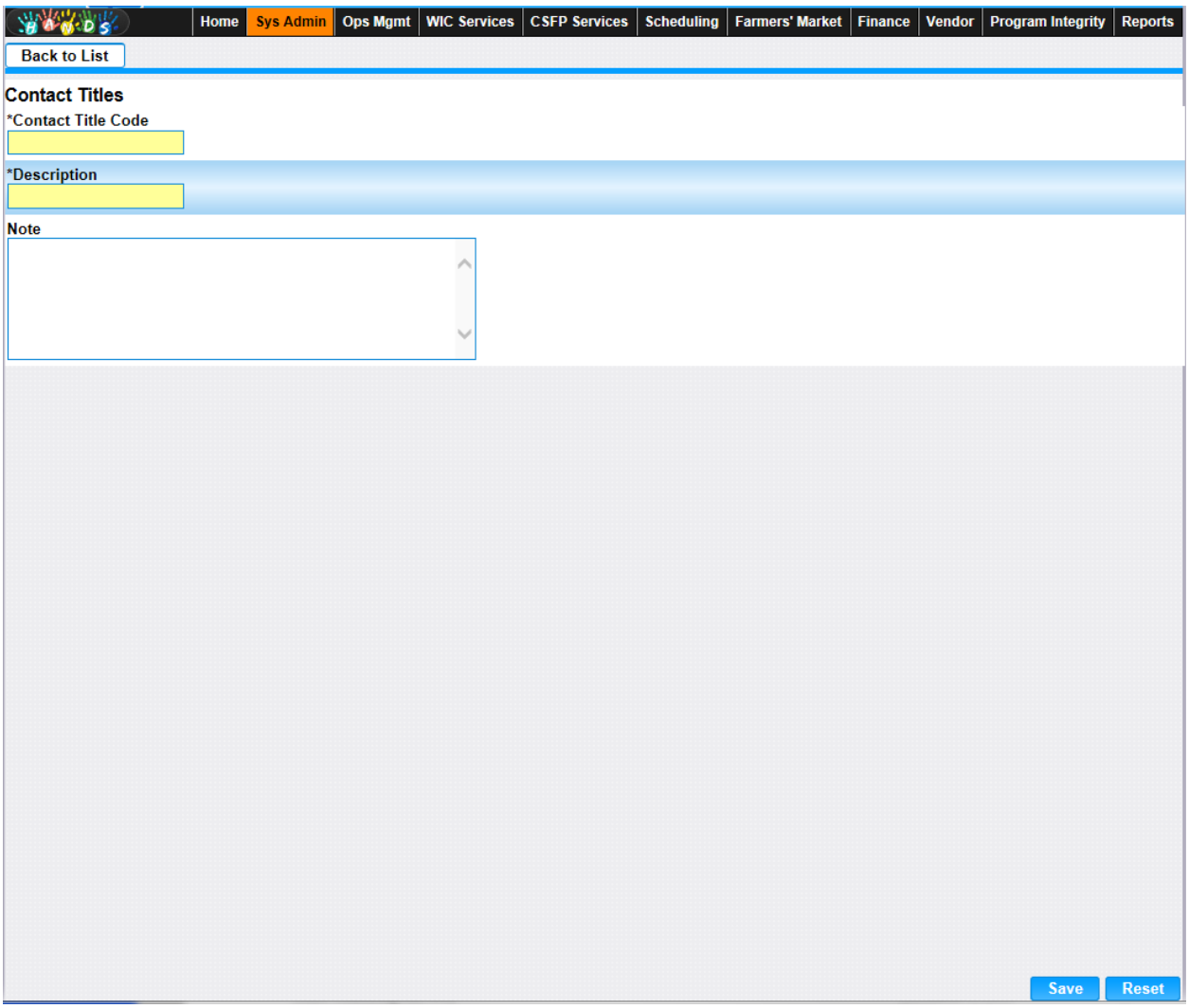


Figure 46: Add Contact Titles Page

16 DISPOSITIONS

The Dispositions base table allows for the configuration of available disposition types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Dispositions

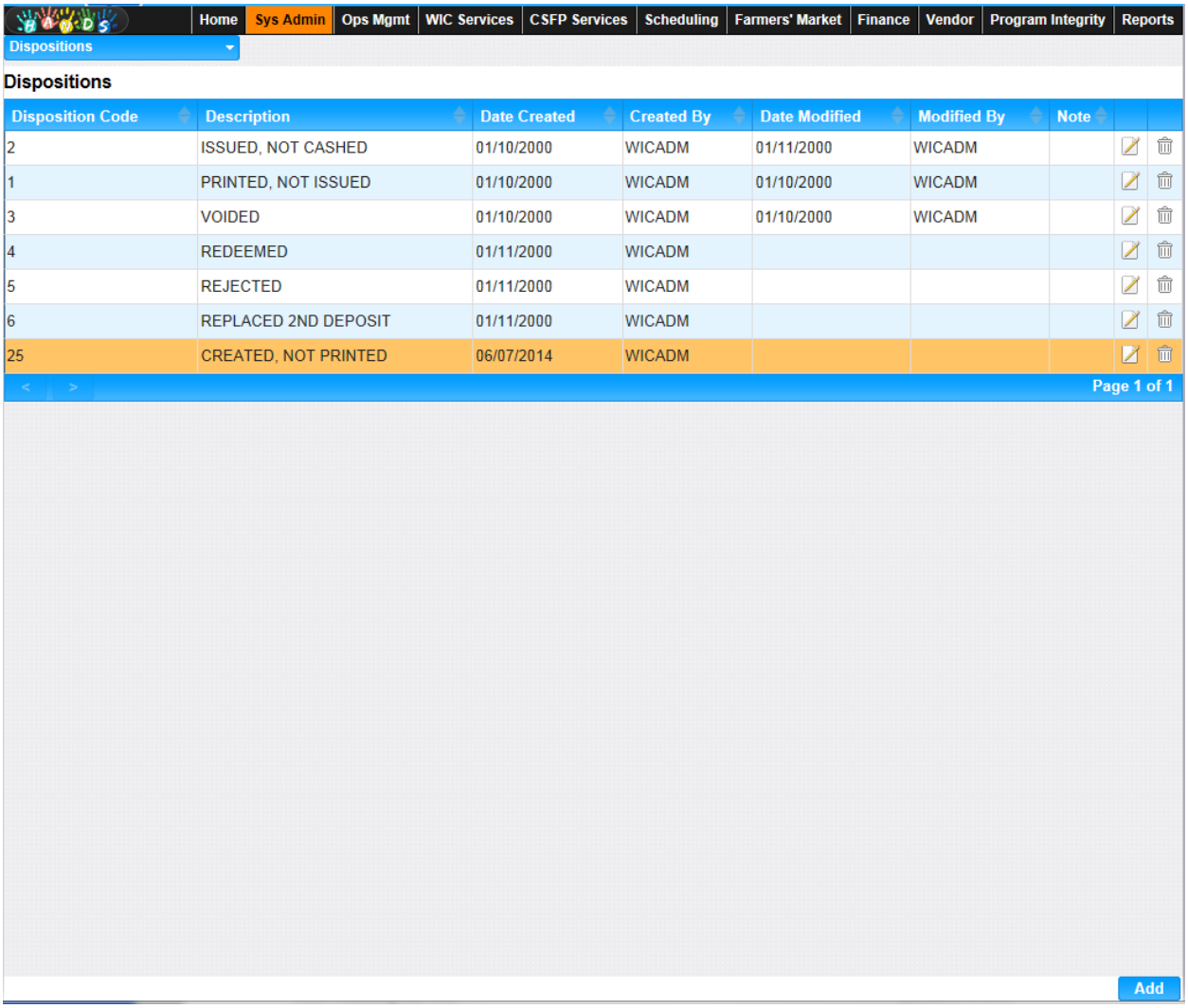


Figure 47: Dispositions

Fields:

- **Disposition Code –** A user defined 2 character code used to uniquely define the disposition type within HANDS.
- **Description –** A verbose description of the disposition type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Dispositions Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Dispositions Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Dispositions Page

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value in the Description field.*
2. *On Add, the system validates if there is a value in the Disposition Code and Description fields.*

16.1 Edit Dispositions Page

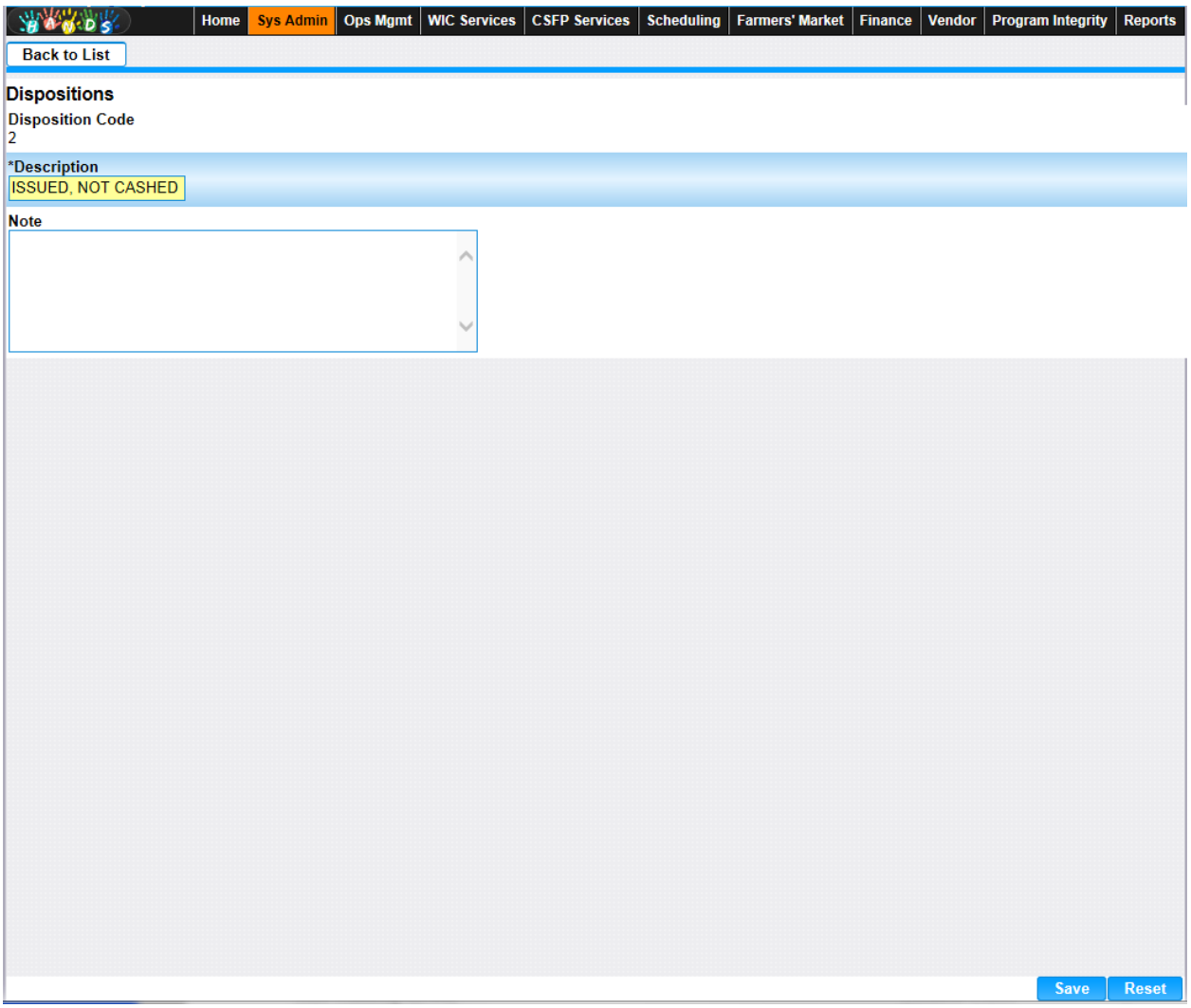


Figure 48: Edit Dispositions Page

16.2 Delete Dispositions Page

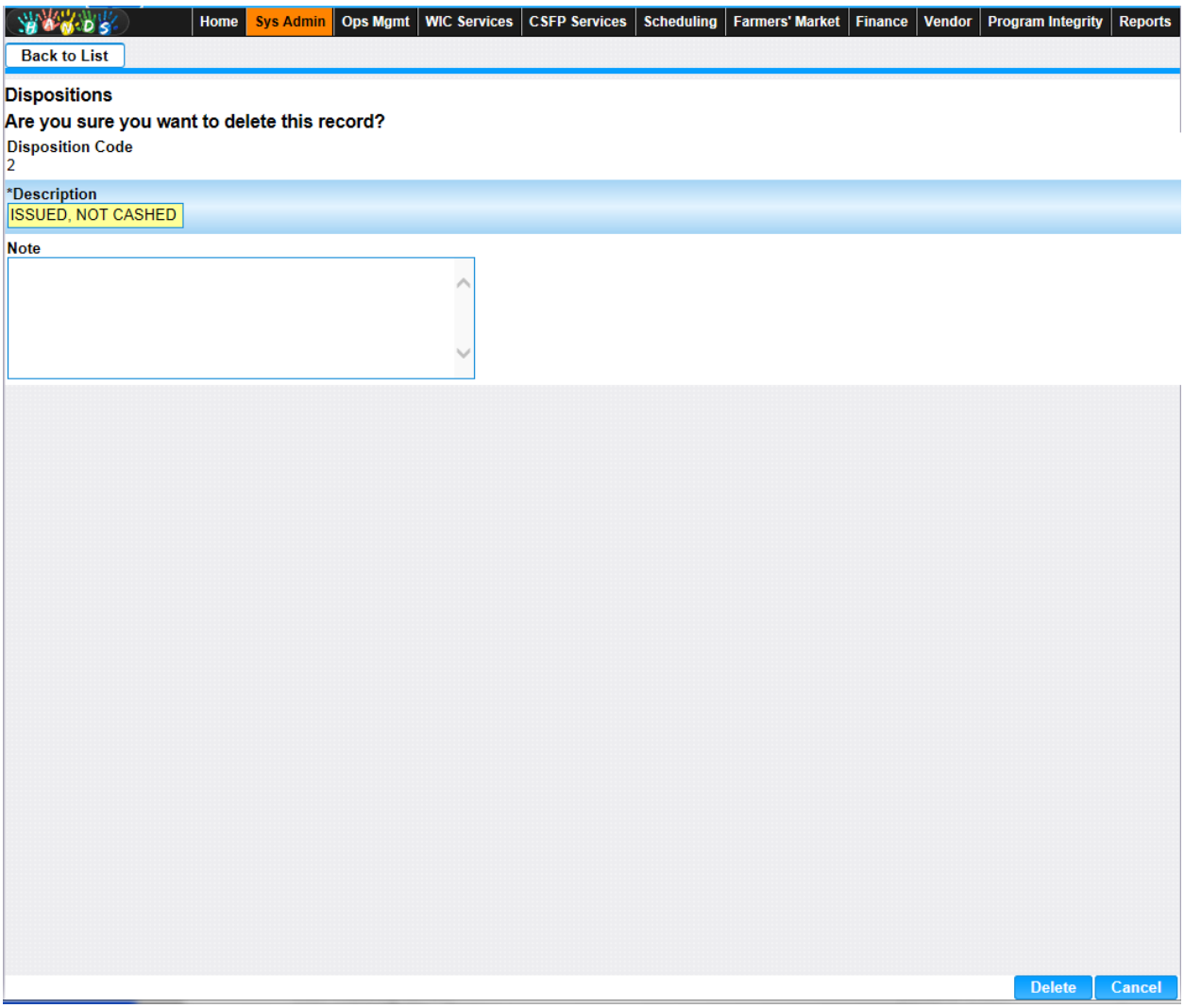


Figure 49: Delete Dispositions Page

16.3 Add Dispositions Page

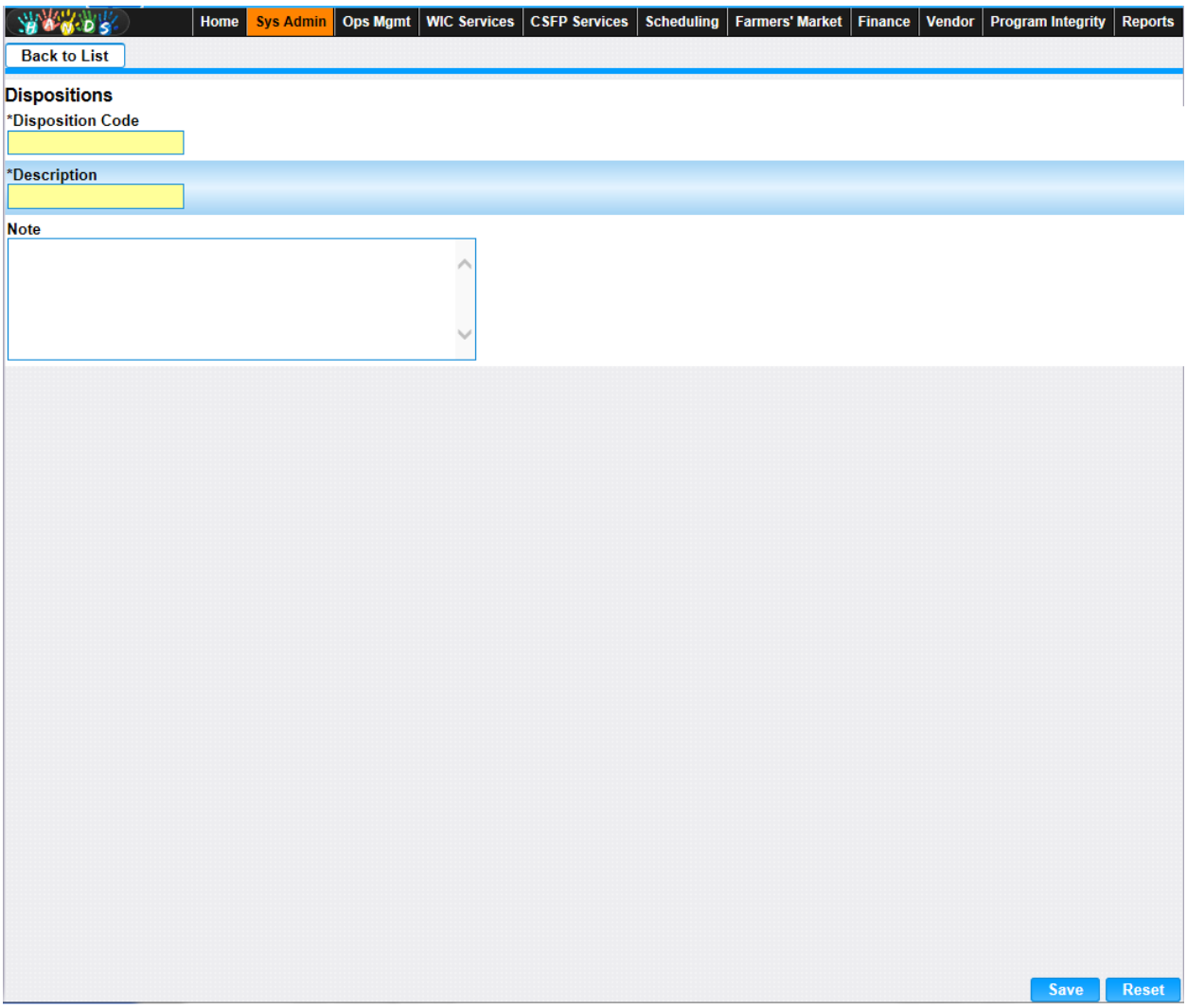


Figure 50: Add Dispositions Page

17 PACKAGES

The Packages base table allows for the configuration of package types for food items within HANDS.

Navigation Path: Sys Admin | System Base Tables | Packages

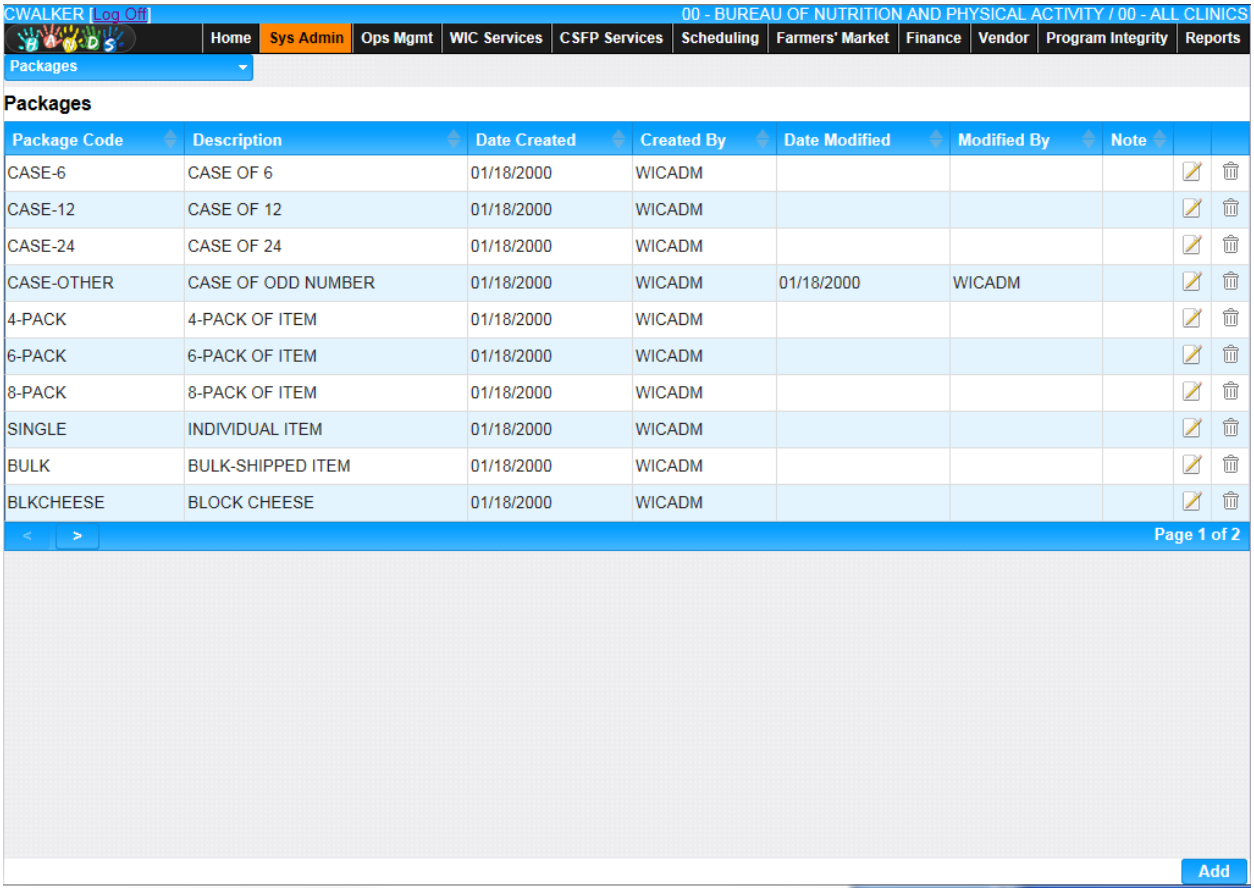


Figure 51: Packages

Fields:

- **Package Code –** A user defined verbose package code; CASE-6, 4-PACK, SINGLE, etc.
- **Description –** A long description of the package type; CASE of 6, 4-PACK OF ITEM, INDIVIDUAL ITEM, etc.
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Packages Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Packages Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Packages Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value entered in the Description field.*
2. *On Add the system validates if there is a value entered in the Package Code and Description fields.*

17.1 Edit Packages Page

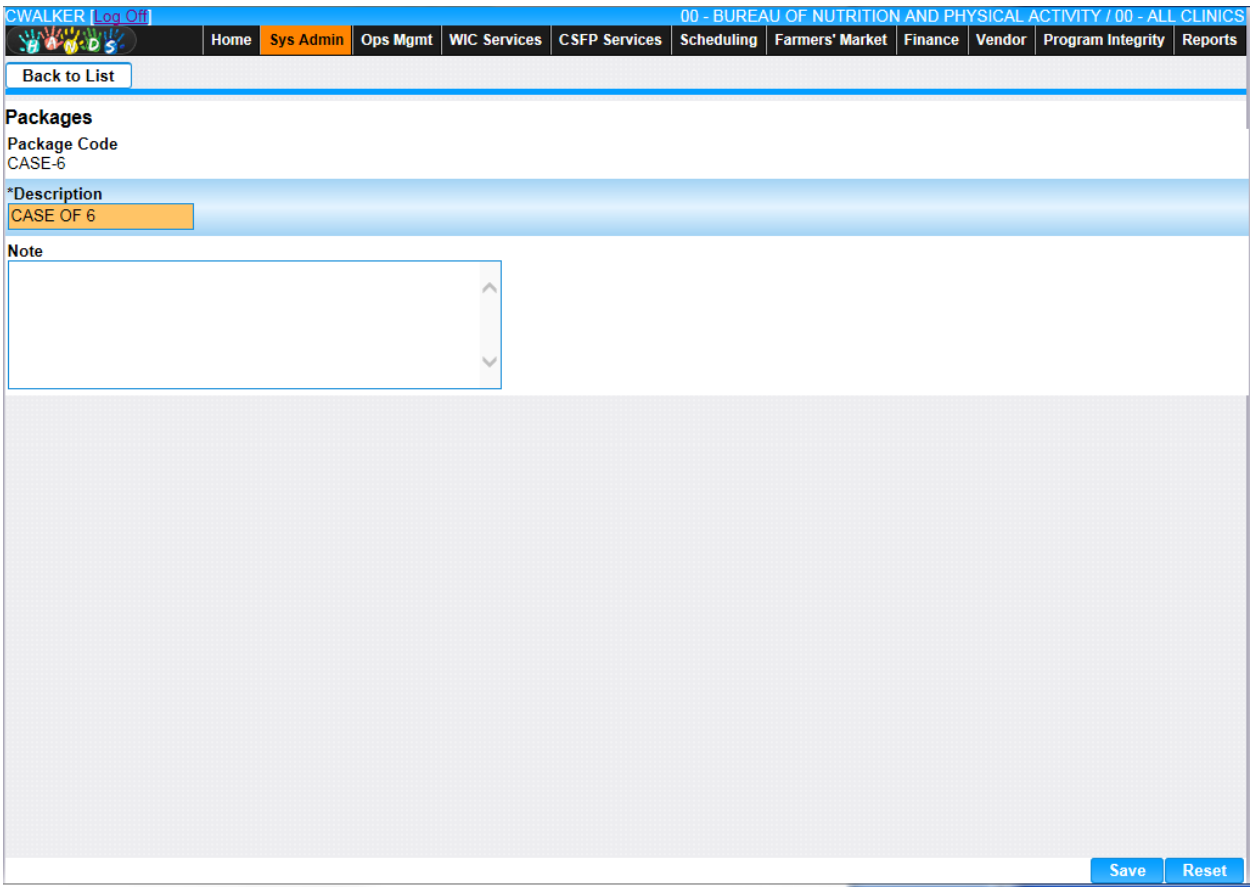


Figure 52: Edit Packages Page

17.2 Delete Packages Page

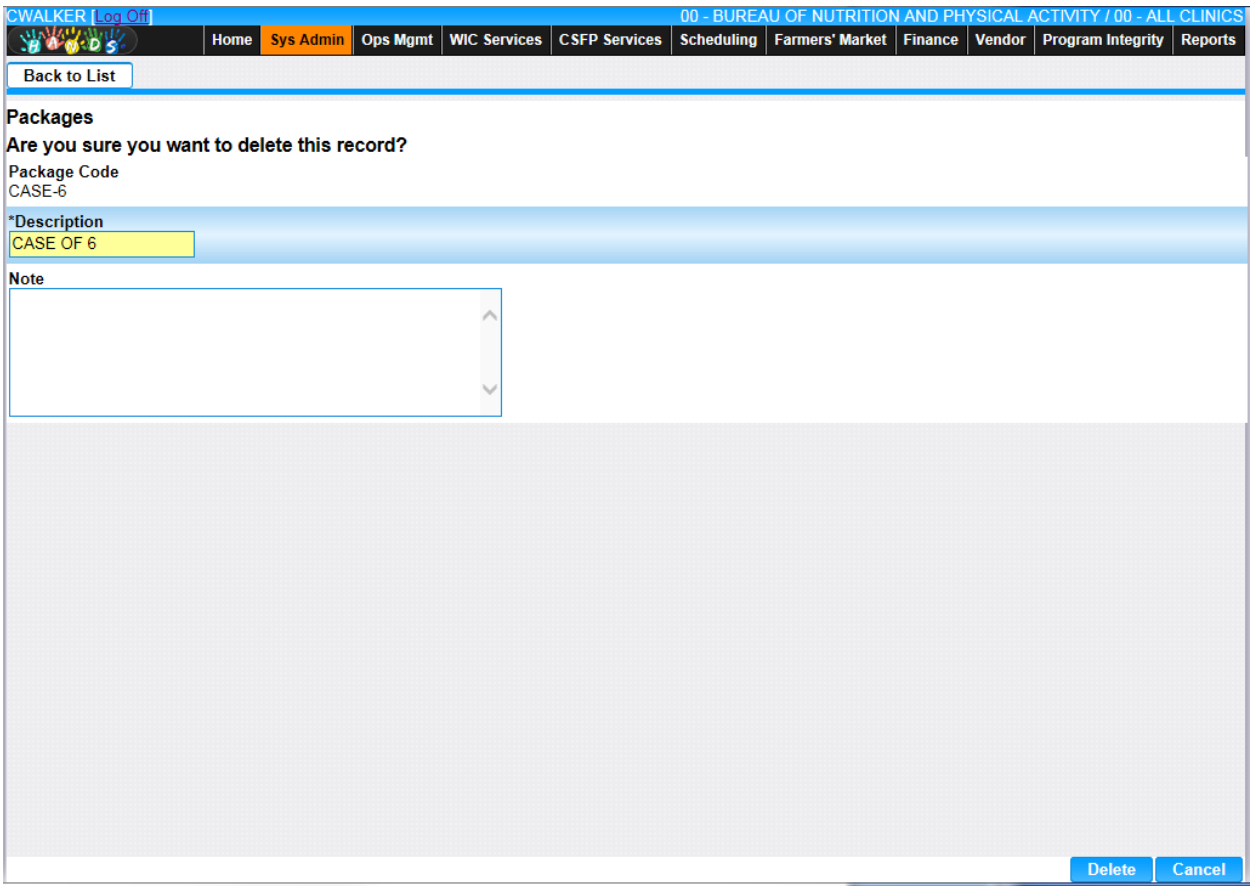


Figure 53: Delete Packages Page

17.3 Add Packages Page

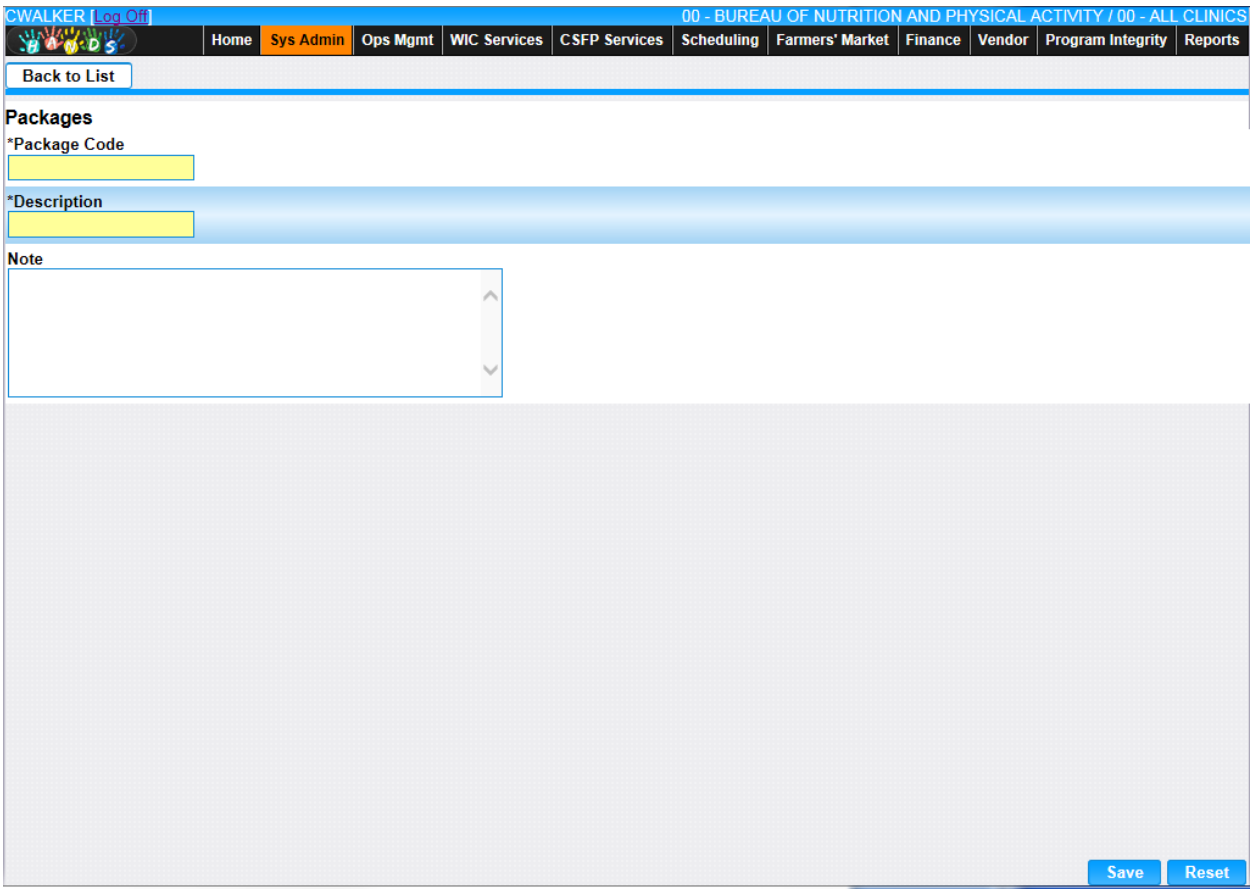


Figure 54: Add Packages Page

18 PHONE TYPES

The Phone Types base table allows for the configuration of phone types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Phone Types

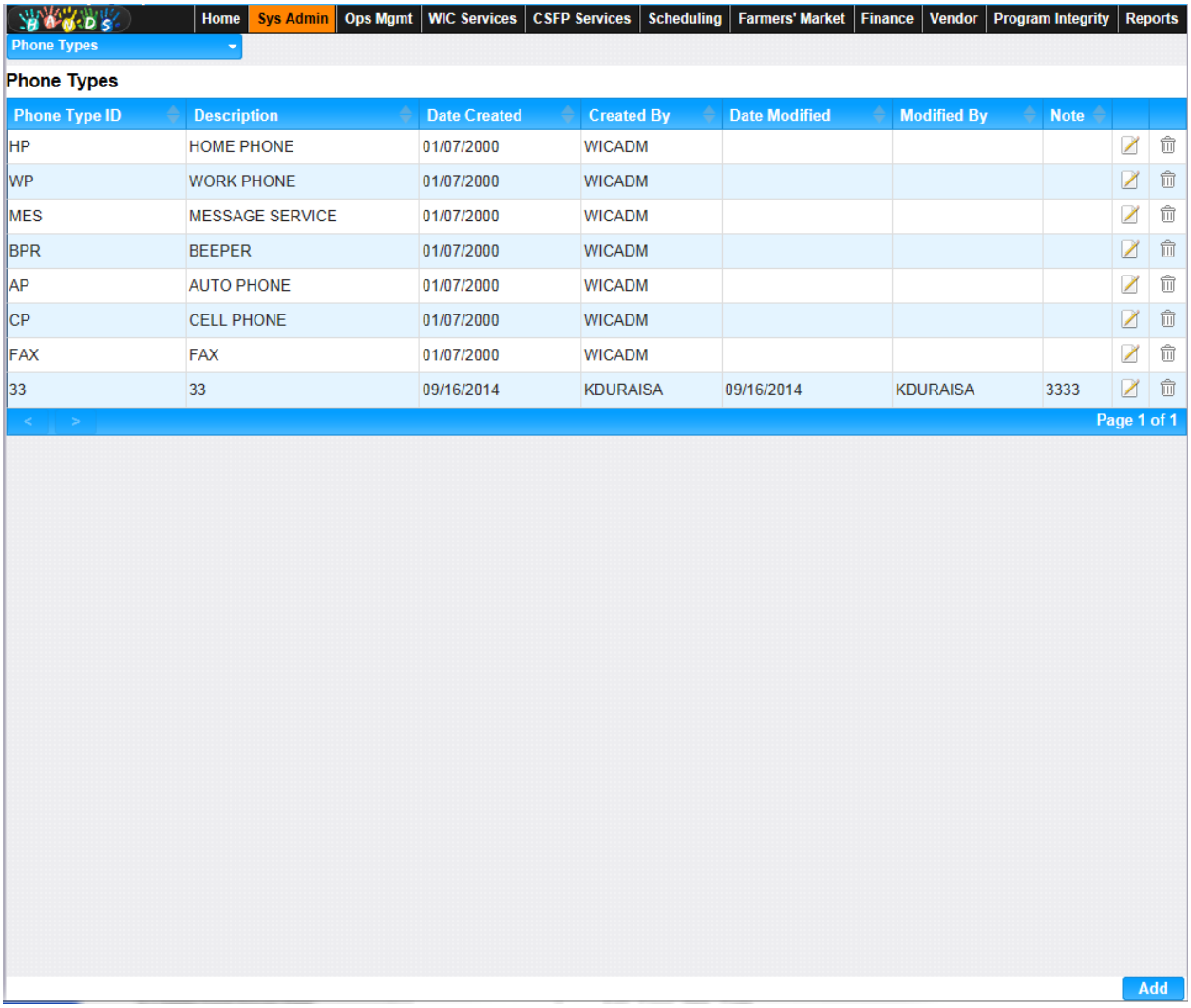


Figure 55: Phone Types

Fields:

- **Phone Type ID –** A user defined 3 character code used to uniquely define the phone type within HANDS.
- **Description –** A verbose description of the phone type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Phone Types Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Phone Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Phone Types Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value in the Description field.*
2. *On Add, the system validates if there is a value in the Phone Type ID and Description fields.*

18.1 Edit Phone Types Page

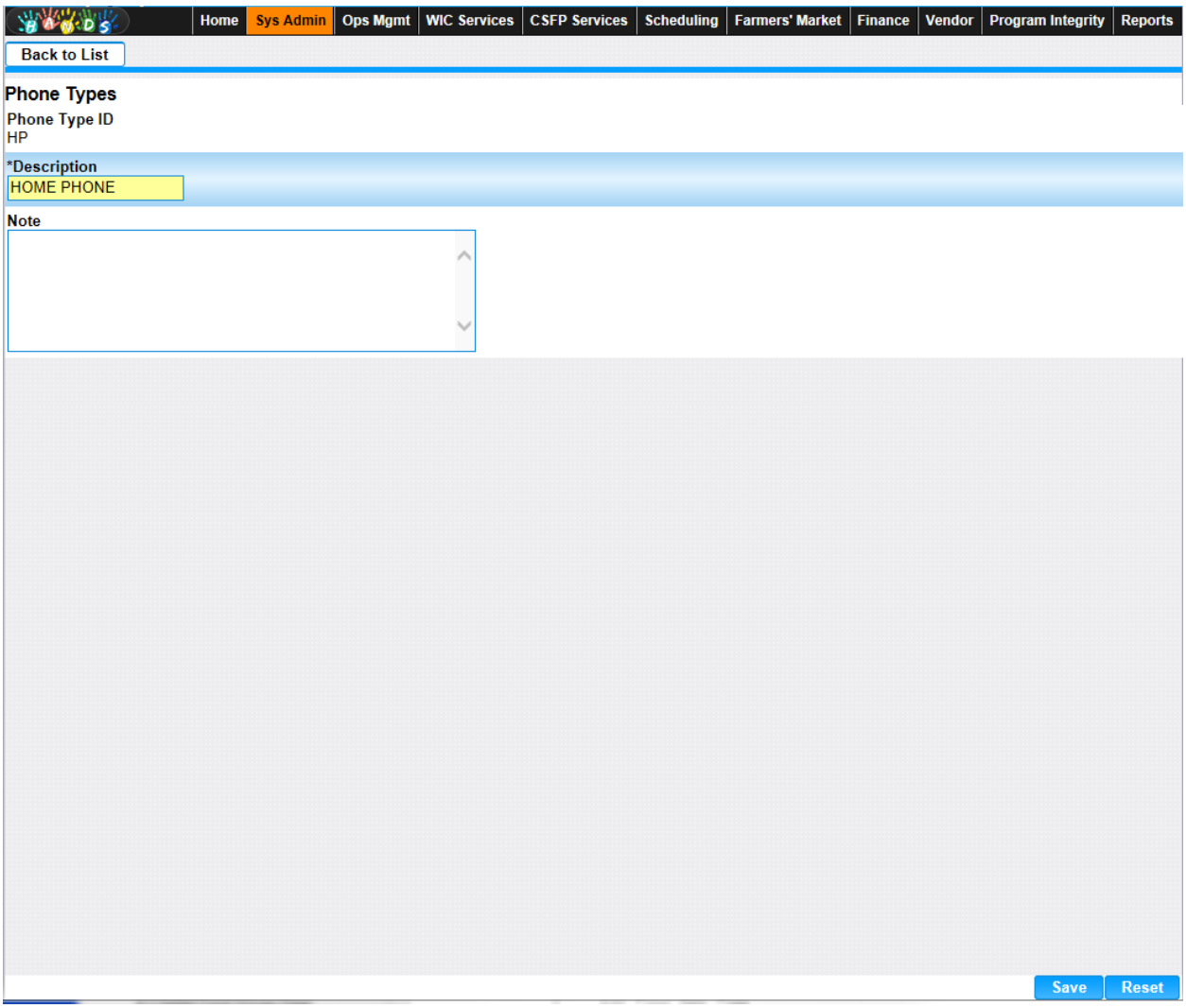


Figure 56: Edit Phone Types Page

18.2 Delete Phone Types Page

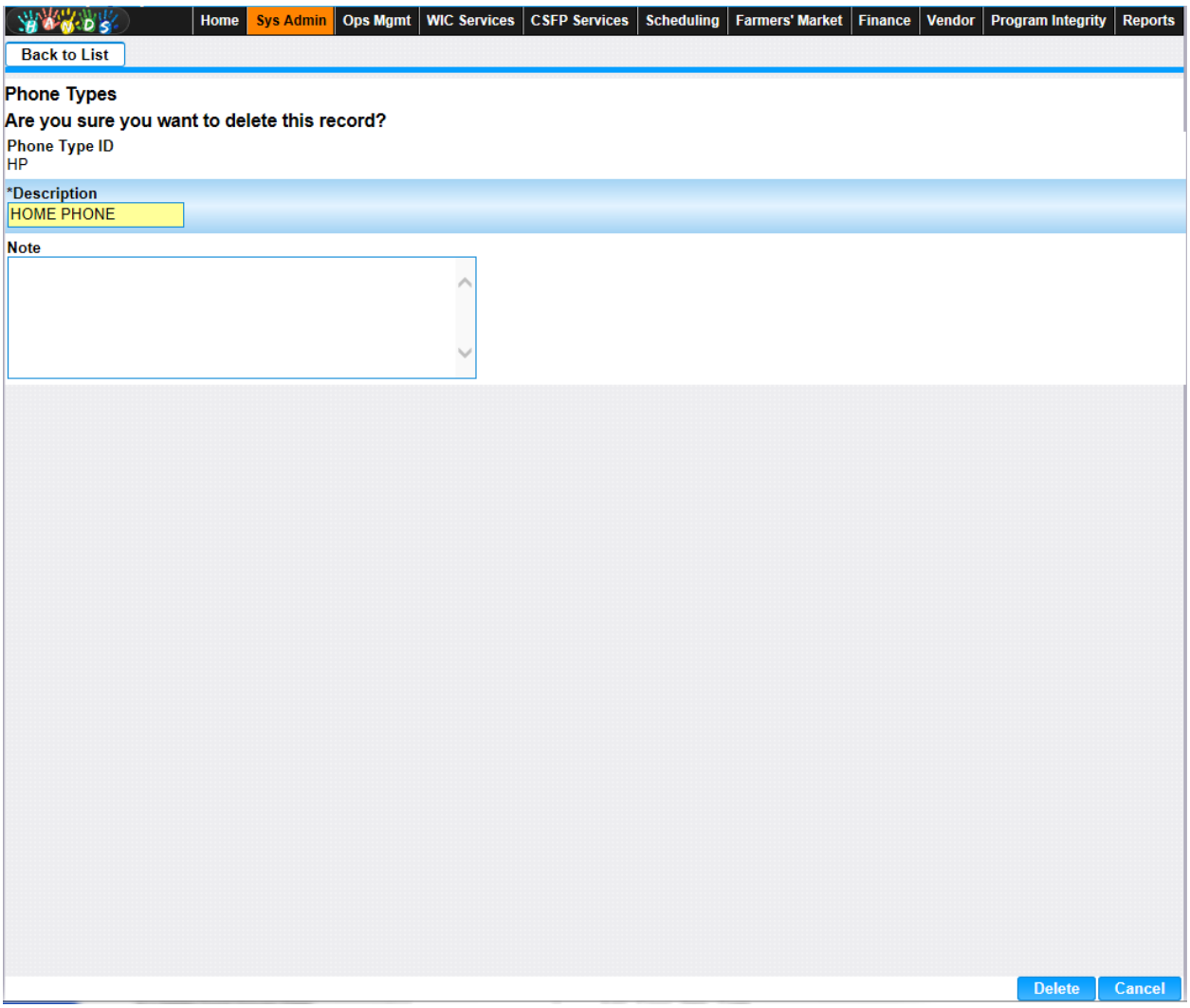


Figure 57: Delete Phone Types Page

18.3 Add Phone Types Page

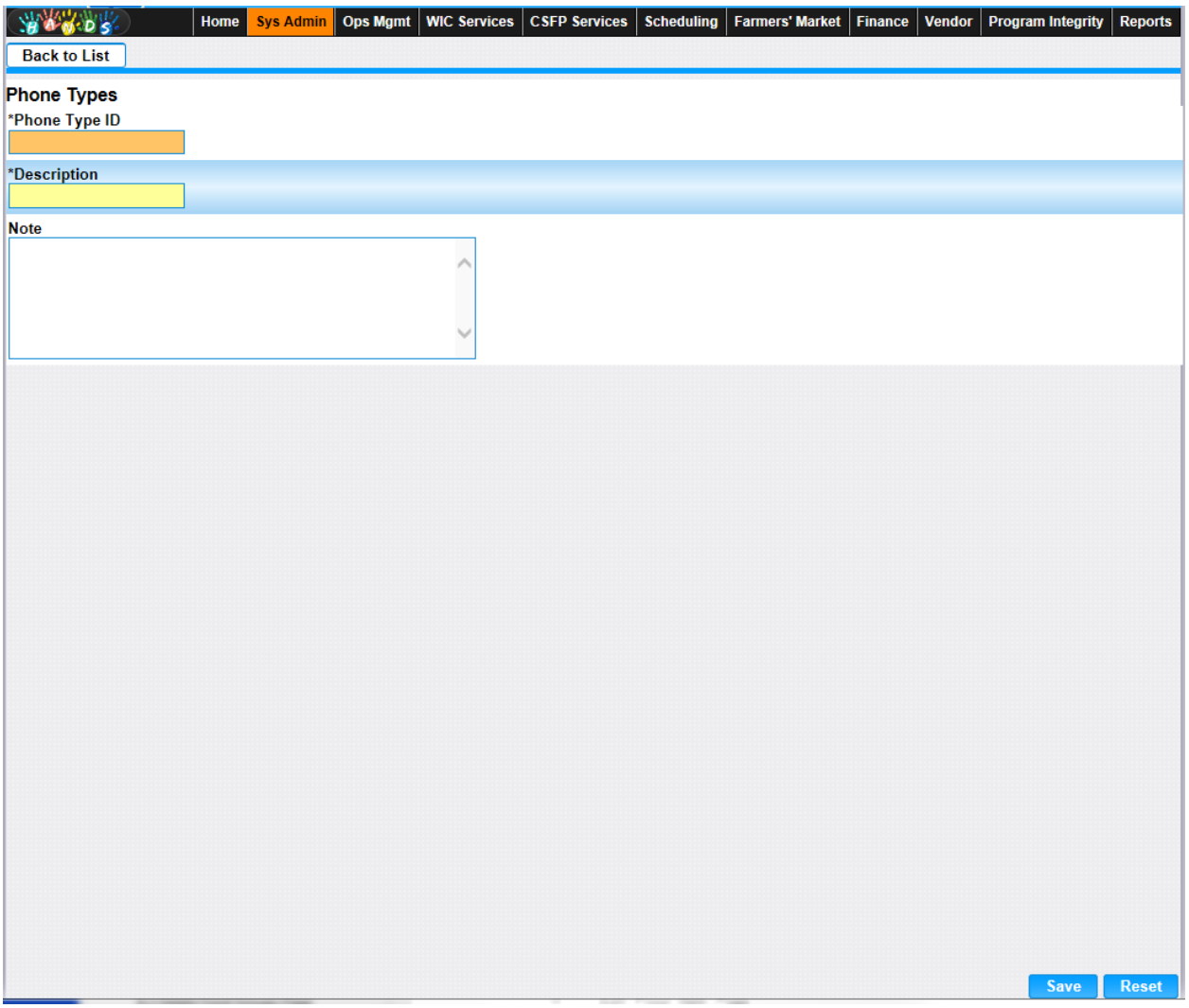


Figure 58: Add Phone Types Page

19 PRODUCTS

The Products base table allows for the configuration of food product types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Products

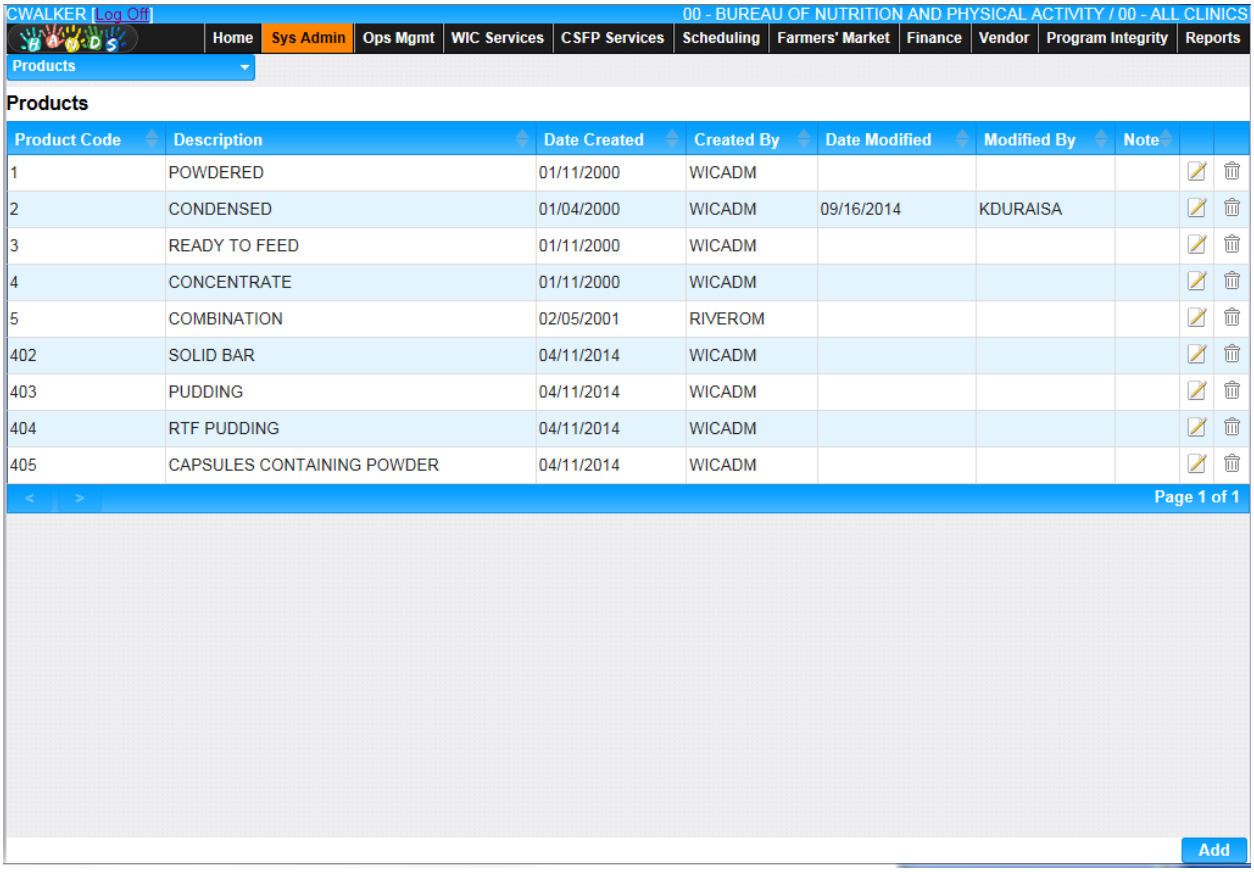


Figure 59: Products

Fields:

- **Product Code –** A system generated ID.
- **Description –** A description of how the product is packaged; ready-to-feed, powdered, etc.
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Products Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Products Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Products Page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, they system validates if there is a value in the Description field.*

Note: Products are utilized when creating food items via the Food Items base table[14].

[14] Refer to section 9, Food Items of the "HANDS DFDD Food Package State" document for details

19.1 Edit Products Page

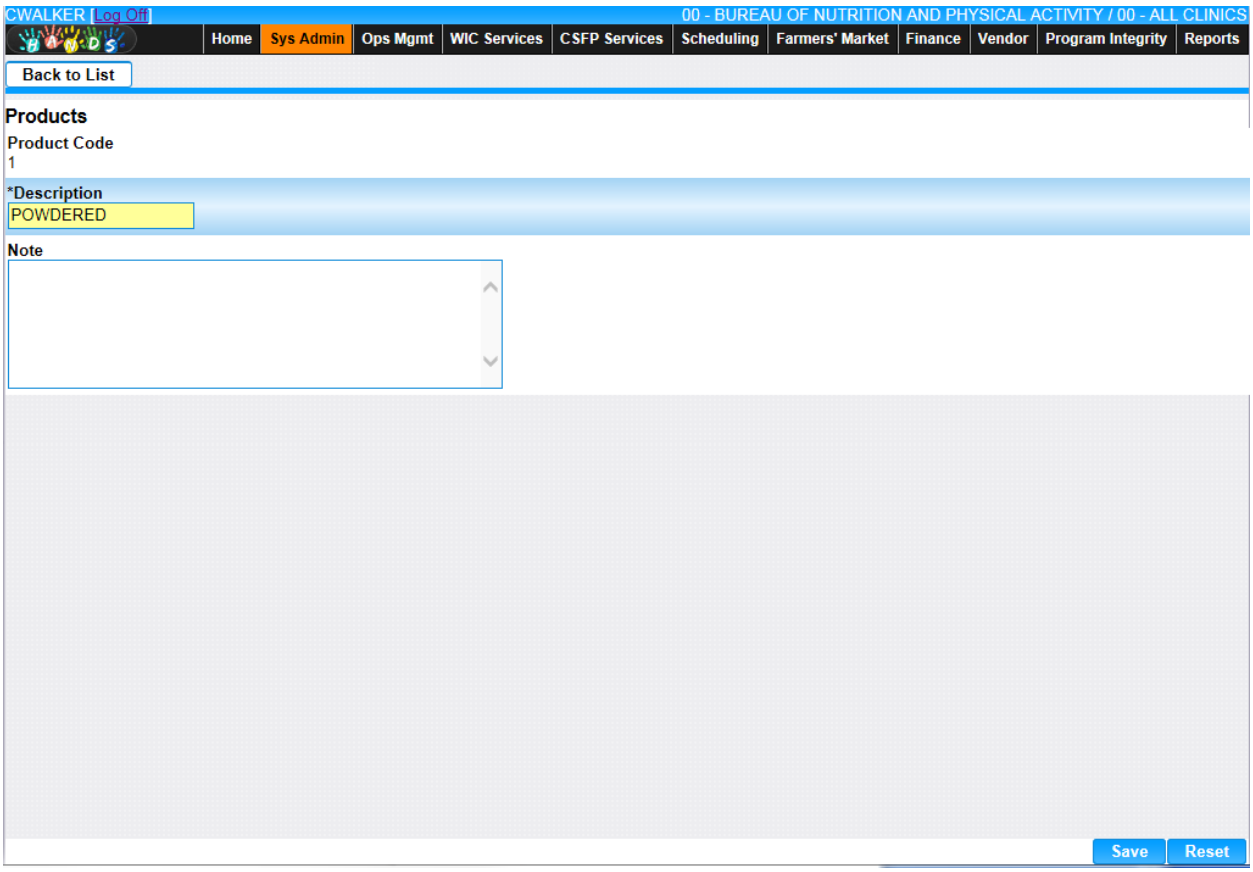


Figure 60: Edit Products Page

19.2 Delete Products Page

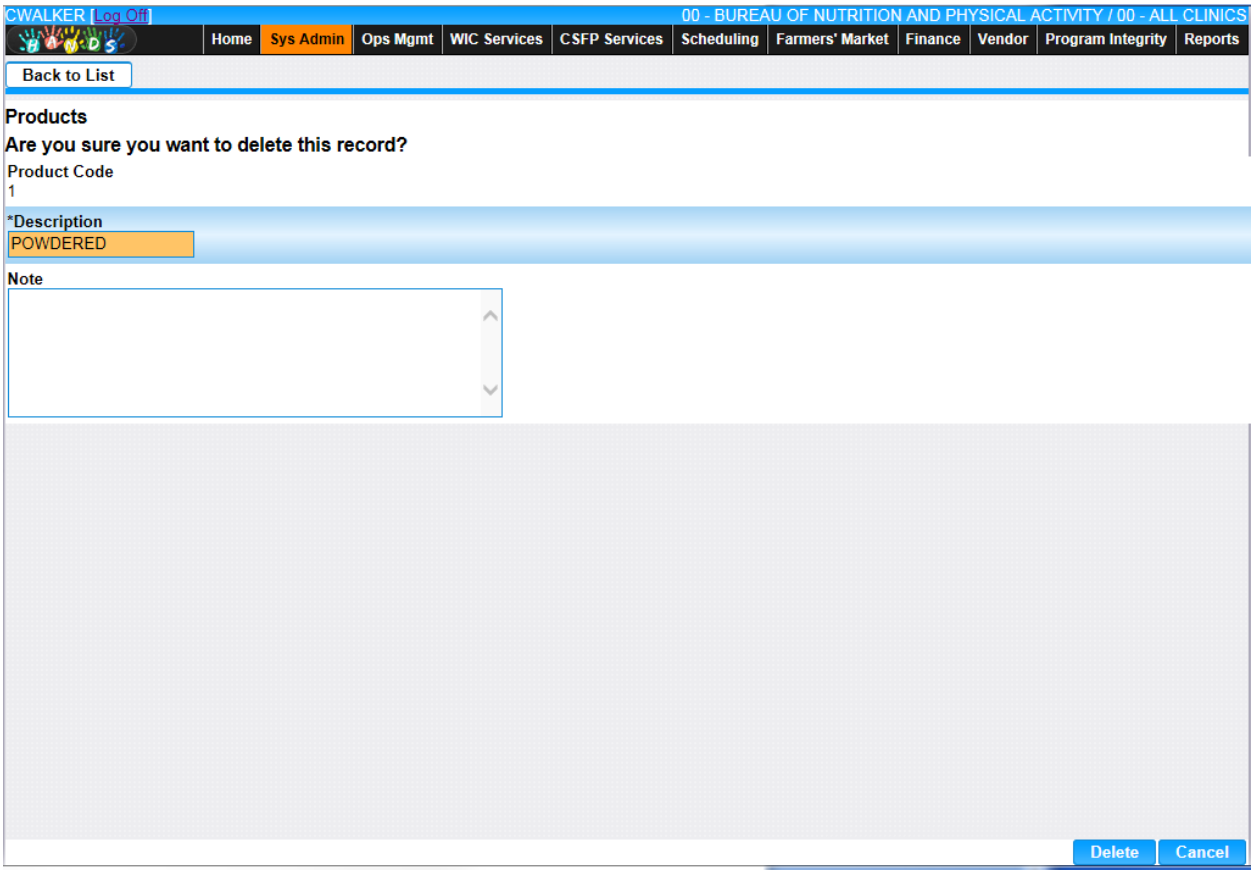


Figure 61: Delete Products Page

19.3 Add Products Page

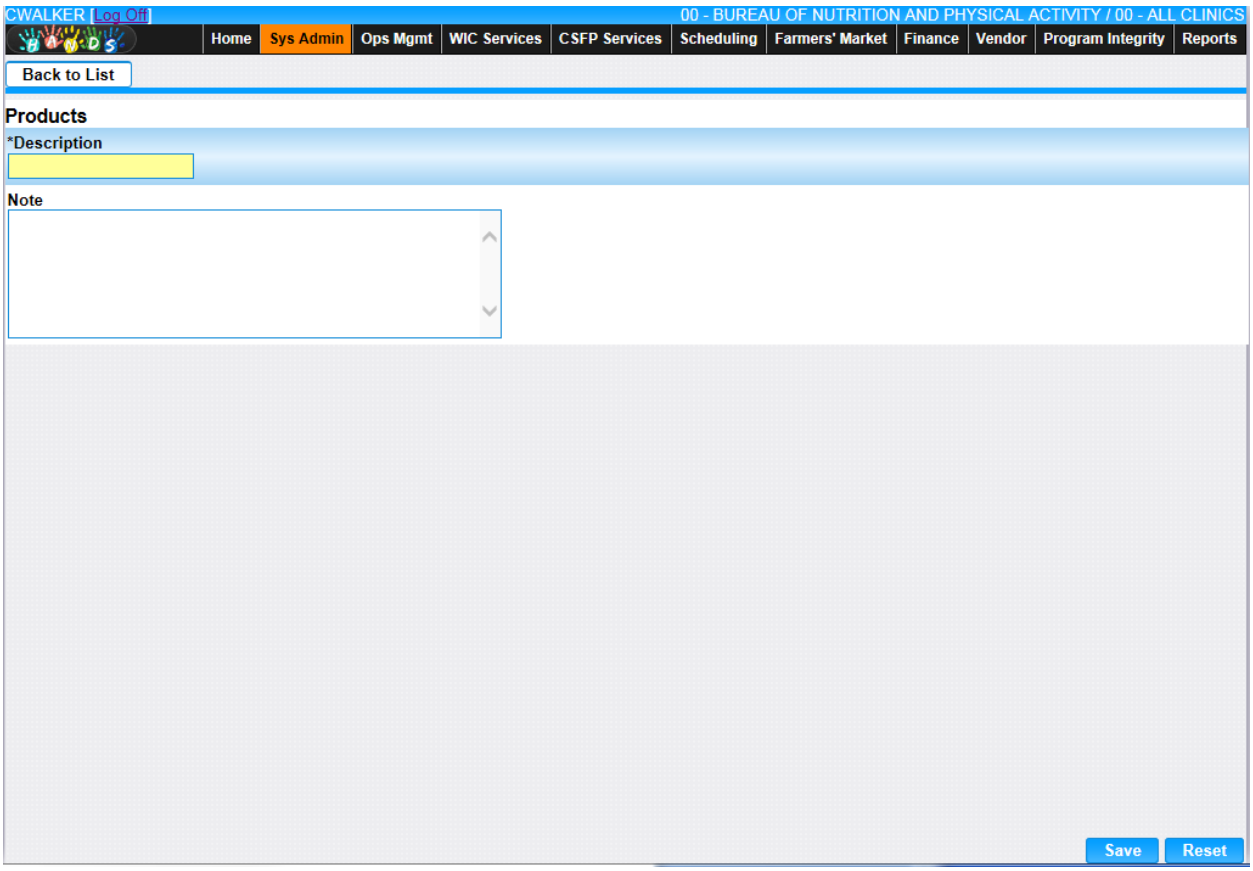


Figure 62: Add Products Page

20 REJECT REASONS

The Reject Reasons base table allows for the configuration of available reject reason types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Reject Reasons

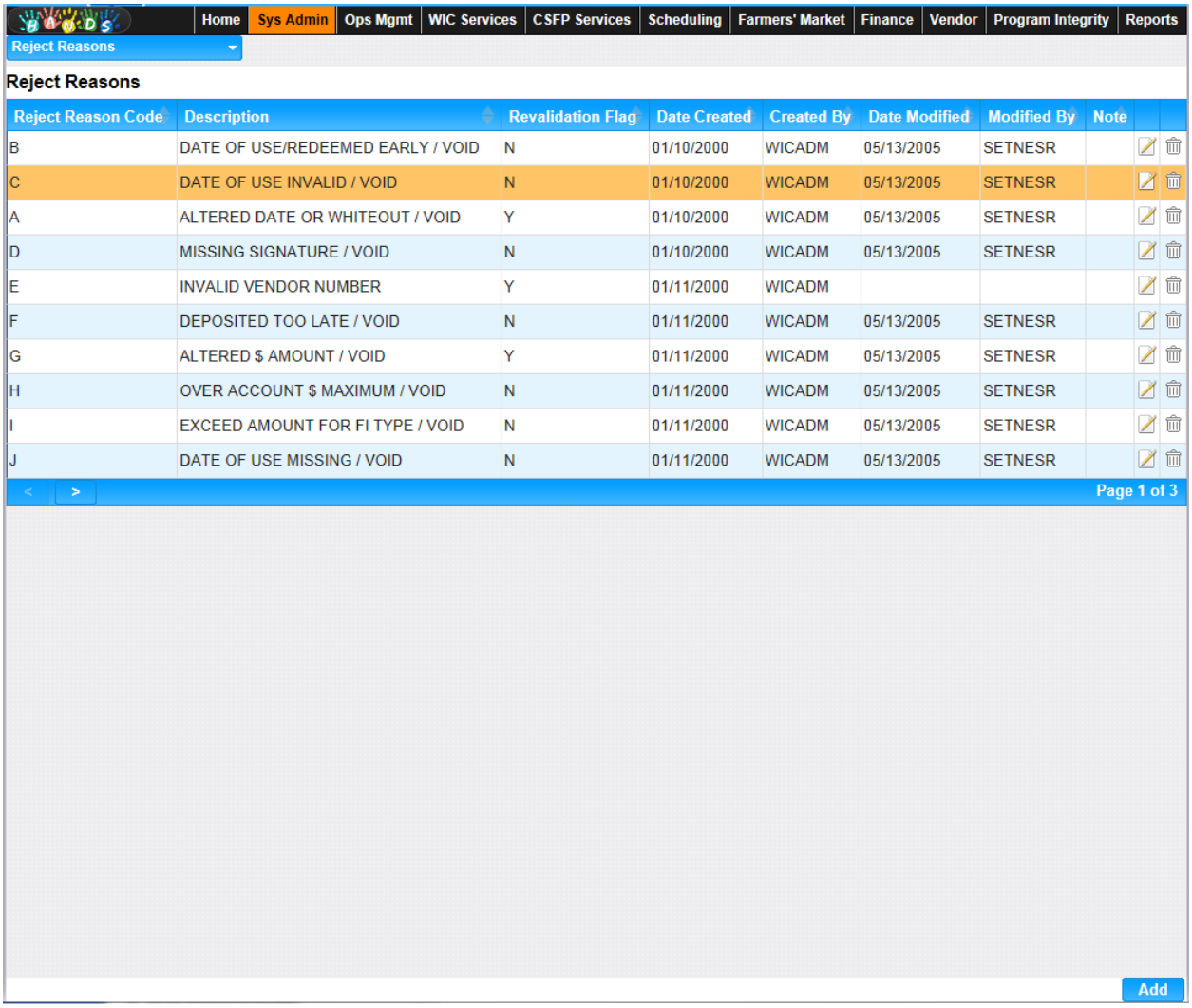


Figure 63: Reject Reasons

Fields:

- **Reject Reason Code –** A user defined 1 character code used to uniquely define the reject reason type within HANDS.
- **Description –** A verbose description of the reject reason type.
- **Revalidation Flag –** A Yes/No indicator of if revalidation is allowed when a food instrument if rejected with this reject reason type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.

- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Reject Reasons Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Reject Reasons Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Reject Reasons Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value entered in the Description and Revalidation Flag fields.*
2. *On Add, the system validates if there is a value entered in the Reject Reason Code, Description, and Revalidation Flag fields.*

20.1 Edit Reject Reasons Page

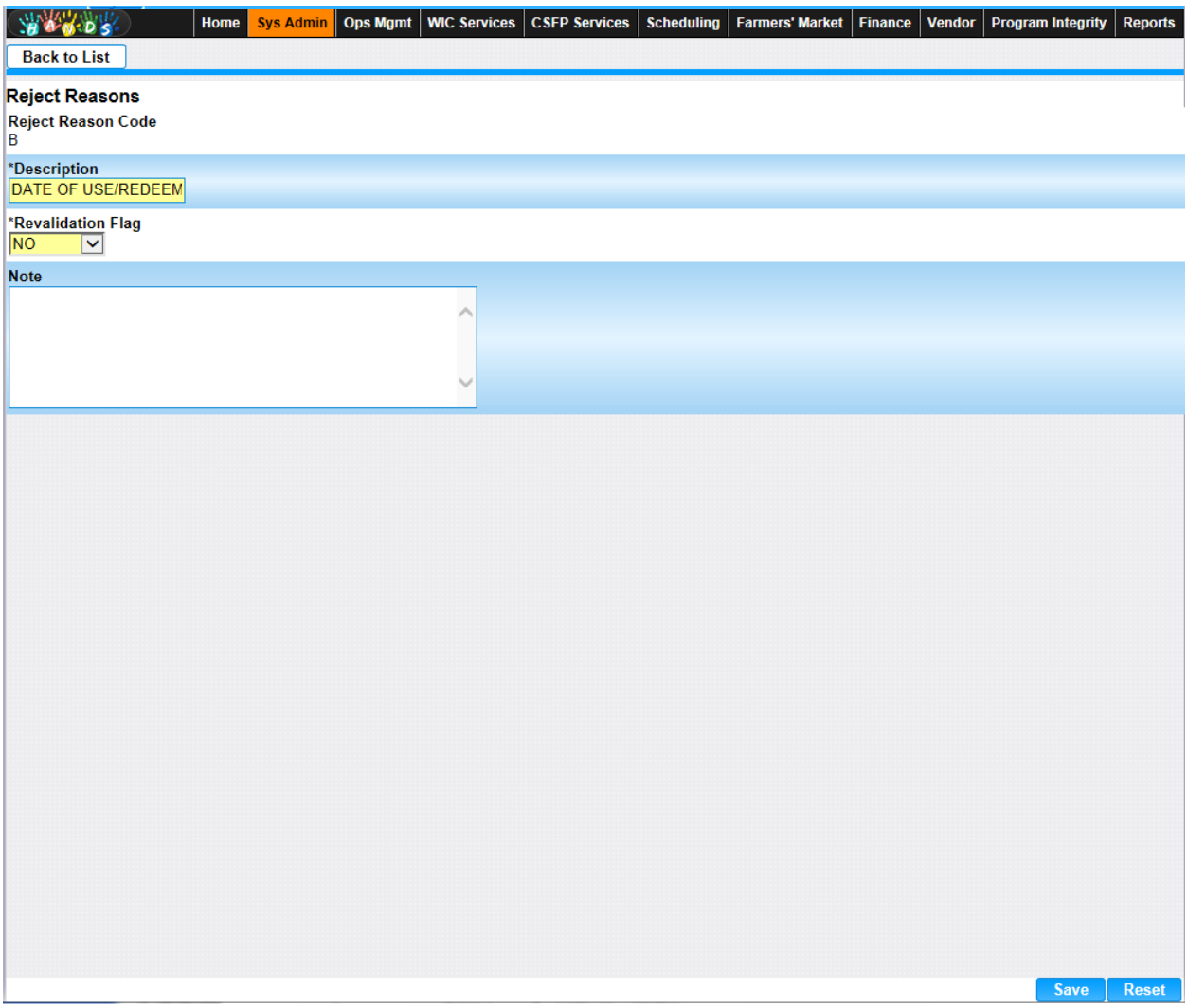


Figure 64: Edit Reject Reasons Page

20.2 Delete Reject Reasons Page

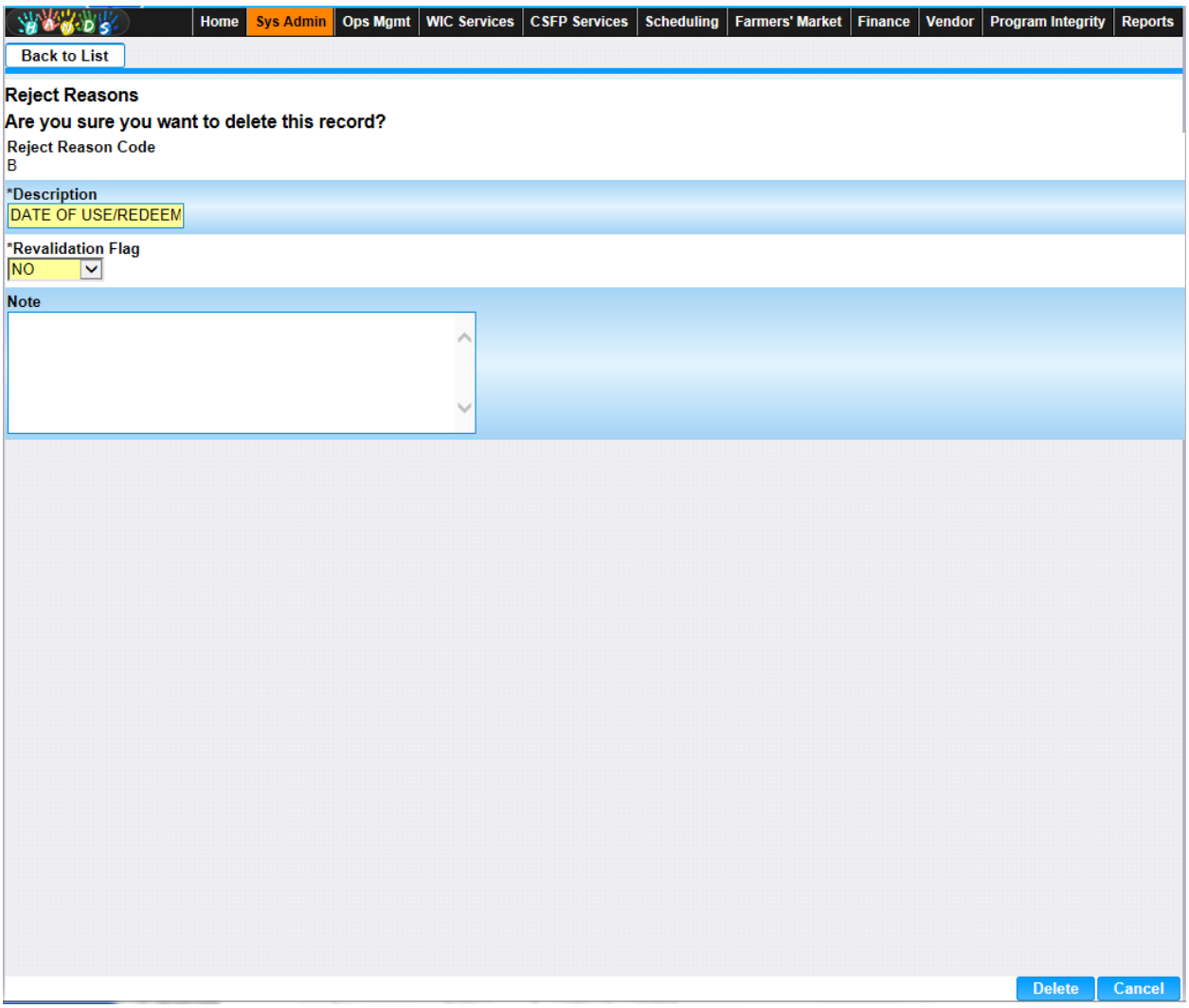


Figure 65: Delete Reject Reasons Page

20.3 Add Reject Reasons Page

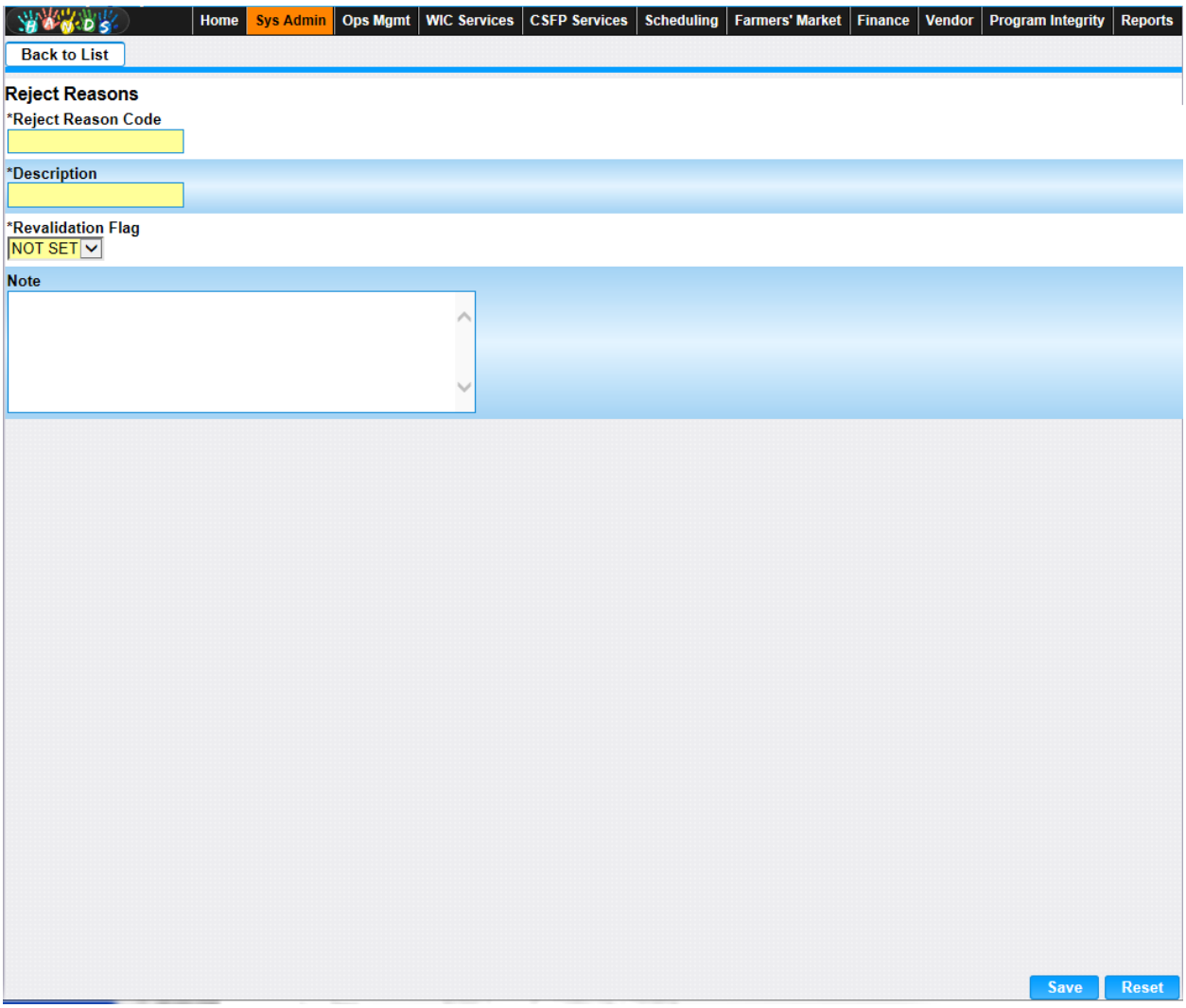


Figure 66: Add Reject Reasons Page

21 SYSTEM ACCESS REPORT

The System Access report lists users who have accessed the system during a specified time frame. The report indicates if the access was normal, unusual or unauthorized. In the event an access attempt was denied, the report provides the denial reason. The report detail records are limited by the Local Agency/Clinic of the user's login; the 00 login allows detail records for all clinics.

Navigation Path: Sys Admin | Reports | System Access

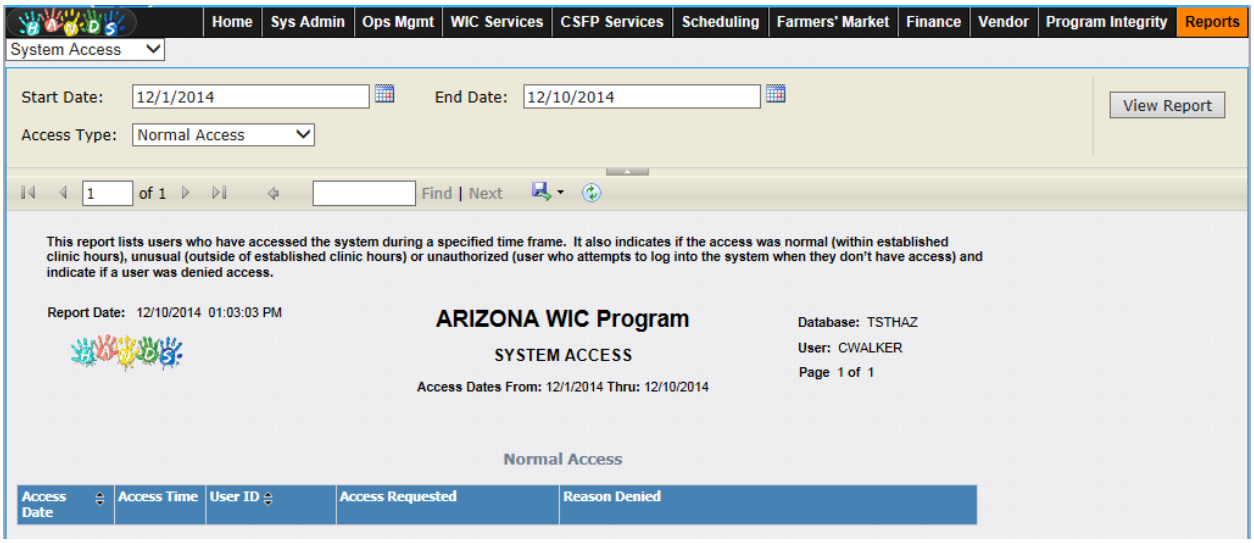


Figure 67: System Access

Fields:

Report Filter Criteria:

- **Start Date –** The report will include HANDS access data that occurred from the Start date to the End Date.
- **End Date –** The report will include HANDS access data that occurred from the Start date to the End Date.
- **Access Type –** A dropdown list of valid Access Types to filter the report by.
  The available access types include:
  - *Normal Access – Within established clinic hours*
  - *Unauthorized Access – Outside of established clinic hours*
  - *Unusual Access – User who attempts to log into the system when they don't have access*
- **View Report –** Choose the View Report button to generate the report according to the selected filter criteria.

Report User Controls:

- (Minimize) – Choose the minimize button to hide the report filter criteria.
  Note – The Maximize filter criteria button appears when the report filter criteria are hidden.
- (Maximize) – Choose the maximize button to show the report filter criteria.

Note – The Minimize filter criteria button appears when the report filter criteria are viewable.

- (Export) – Choose the export button and select the desired file format in order to export the report and save it to your local PC.
  The available export file formats include:
  - *XML file with report*
  - *CSV (Comma delimited)*
  - *TXT (Pipe Delimited Text File)*
  - *PDF*
  - *MHTML (web archive)*
  - *Excel*
  - *TIFF file*
  - *Word*
- (Refresh) – Choose the Refresh button inorder to regenerate the report according to the selected filter criteria.

Report View:

- **Access Date –** The system date at the time of the HANDS access event.
- **Access Time –** The system time at the time of the HANDS access event.
- **User ID –** The user ID of the user who initiated the HANDS access event.
- **Access Requested –** The type of HANDS access.
- **Reason Denied –** The reason HANDS access was denied.
  Note – The field is left blank if access was granted.

Calculation(s): None

Background Processes: None

22 WIC USER PROFILES

The WIC User Profiles report details the users with granted access by Local Agency and Clinic. The report detail records are limited by the Local Agency/Clinic of the user's login; the 00 login allows detail records for all clinics.

Navigation Path: Sys Admin | Reports | WIC User Profiles

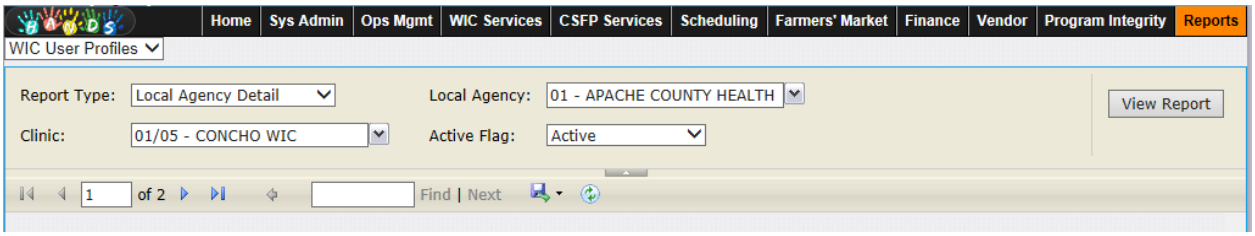
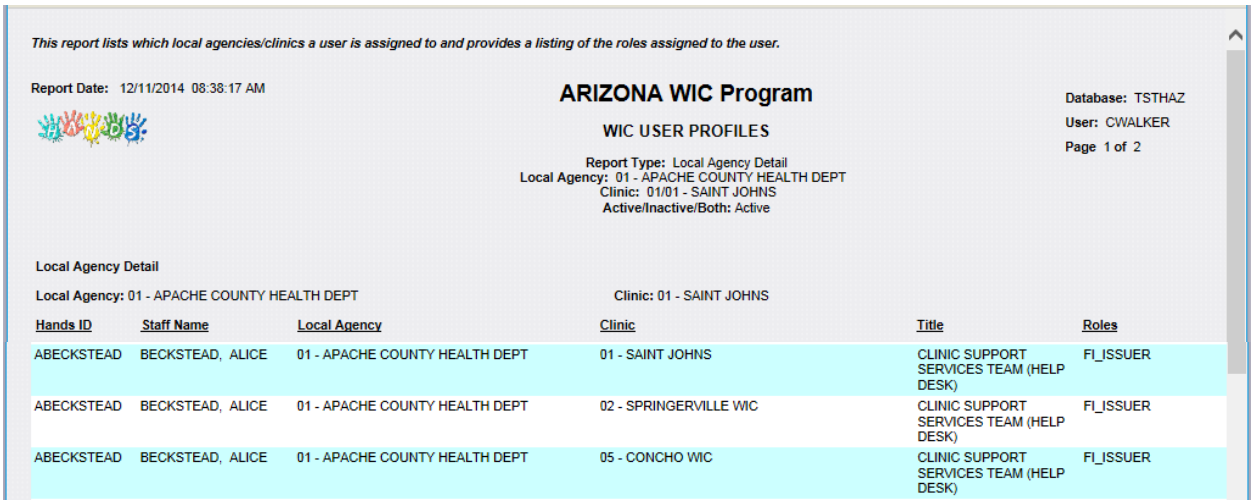


Figure 68: WIC User Profiles

Fields:

Report Filter Criteria:

- **Report Type –** A dropdown list allowing the user to choose which WIC User Profile report to generate. There are 3 available types:
  Note – The Report Type dropdown list is only displayed and selectable when logged in with the 00 login. When logged in to a Local Agency/Clinic the Local Agency Detail report is automatically selected in the background for the logged in Local Agency/Clinic.
  1. **Local Agency Detail –** The Local Agency Detail report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.

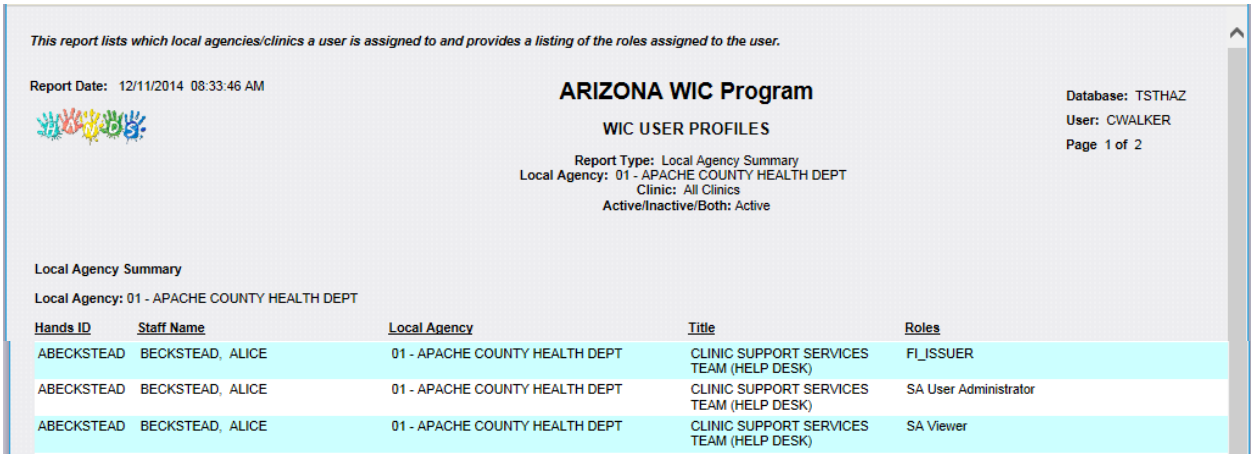


     - **Hands ID –** The HANDS user's login username.
     - **Staff Name –** The full name of the HANDS user.
     - **Local Agency –** The local agency of the HANDS user.
     - **Clinic –** The clinic of the local agency.
     - **Title**[15] **–** The Title associated with the HANDS user.

[15] Refer to section 3, Default Title Roles for details

- **Roles**[16] **–** The role granted to the title associated with the HANDS user.

2. **Local Agency Summary –** The Local Agency Summary report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.



This report lists which local agencies/clinics a user is assigned to and provides a listing of the roles assigned to the user.

Report Date: 12/11/2014 08:33:46 AM

ARIZONA WIC Program

WIC USER PROFILES

Report Type: Local Agency Summary
Local Agency: 01 - APACHE COUNTY HEALTH DEPT
Clinic: All Clinics
Active/Inactive/Both: Active

Database: TSTHAZ
User: CWALKER
Page 1 of 2

Local Agency Summary

Local Agency: 01 - APACHE COUNTY HEALTH DEPT

Hands ID	Staff Name	Local Agency	Title	Roles
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	FI_ISSUER
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	SA User Administrator
ABECKSTEAD	BECKSTEAD, ALICE	01 - APACHE COUNTY HEALTH DEPT	CLINIC SUPPORT SERVICES TEAM (HELP DESK)	SA Viewer

- **Hands ID –** The HANDS user's login username.
- **Staff Name –** The full name of the HANDS user.
- **Local Agency –** The local agency of the HANDS user.
- **Title**[17] **–** The Title associated with the HANDS user.
- **Roles**[18] **–** The role granted to the title associated with the HANDS user.

3. **State Agency Summary –** The State Agency Summary report lists all HANDS users with each Local Agency and Clinic they are assigned to.

- **Local Agency –** A dropdown list allowing the user to choose which Local Agency(s) to generate the chosen Report Type for.
  Note – The Local Agency dropdown list is only displayed and selectable when logged in with the 00 login. When logged in to a Local Agency/Clinic the Local Agency is automatically set in the background to the Local Agency the user is logged in as.
- **Clinic –** A dropdown list allowing the user to choose which Clinic(s) associated with the Local Agency(s) to generate the chose Report Type for.
  Note – The Clinic dropdown list is only displayed and selectable when logged in with the 00 login. When logged in to a Local Agency/Clinic the Clinic is automatically set in the background to the Clinic the user is logged in as.
- **Active Flag –** A dropdown list allowing the user to choose if the report should be generated for Active Users, Inactive Users or Both.
  Note – The Active Flag dropdown is displayed and selectable regardless of the user's login.

Report User Controls:

- (Minimize) – Choose the minimize button to hide the report filter criteria.

[16] Refer to section 2, Role Configuration for details
[17] Refer to section 3, Default Title Roles for details
[18] Refer to section 2, Role Configuration for details

Note – The Maximize filter criteria button appears when the report filter criteria are hidden.

- (Maximize) – Choose the maximize button to show the report filter criteria.
  Note – The Minimize filter criteria button appears when the report filter criteria are viewable.
- (Export) – Choose the export button and select the desired file format in order to export the report and save it to your local PC.
  The available export file formats include:
  - *XML file with report*
  - *CSV (Comma delimited)*
  - *TXT (Pipe Delimited Text File)*
  - *PDF*
  - *MHTML (web archive)*
  - *Excel*
  - *TIFF file*
  - *Word*
- (Refresh) – Choose the Refresh button inorder to regenerate the report according to the selected filter criteria.

Report View:

- **HANDS ID –** The HANDS user's login username.
- **Staff Name –** The full name of the HANDS user.
  Note – the full name is displayed as: <Last name>, <First name>
- **Local Agency –** The local agency of the HANDS user.
- **Clinic –** The clinic of the local agency.
- **Title**[19] **–** The Title associated with the HANDS user.
- **Roles**[20] **–** The role granted to the title associated with the HANDS user.

Calculation(s): None

Background Processes: None

[19] Refer to section 3, Default Title Roles for details
[20] Refer to section 2, Role Configuration for details

23 PRINT TEST CHECKS

The Print Test Checks base table offers a simple to use interface for verifying the ability to print checks.

Navigation Path: Wic Services | Search | Print Test Checks

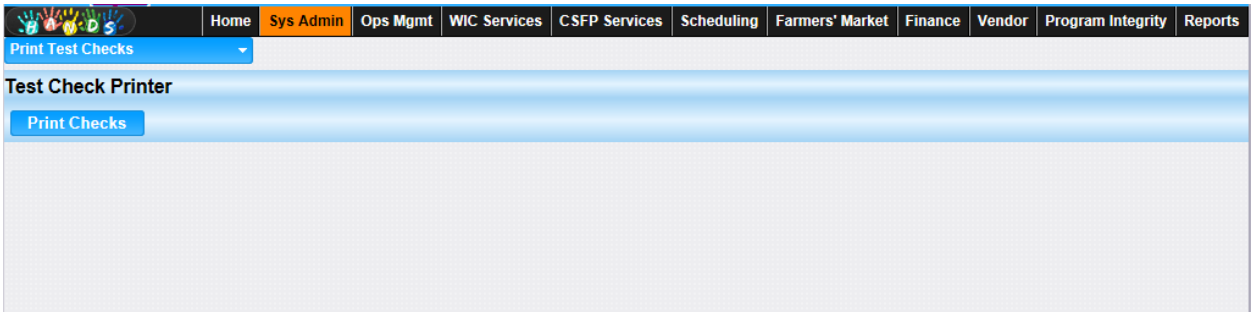
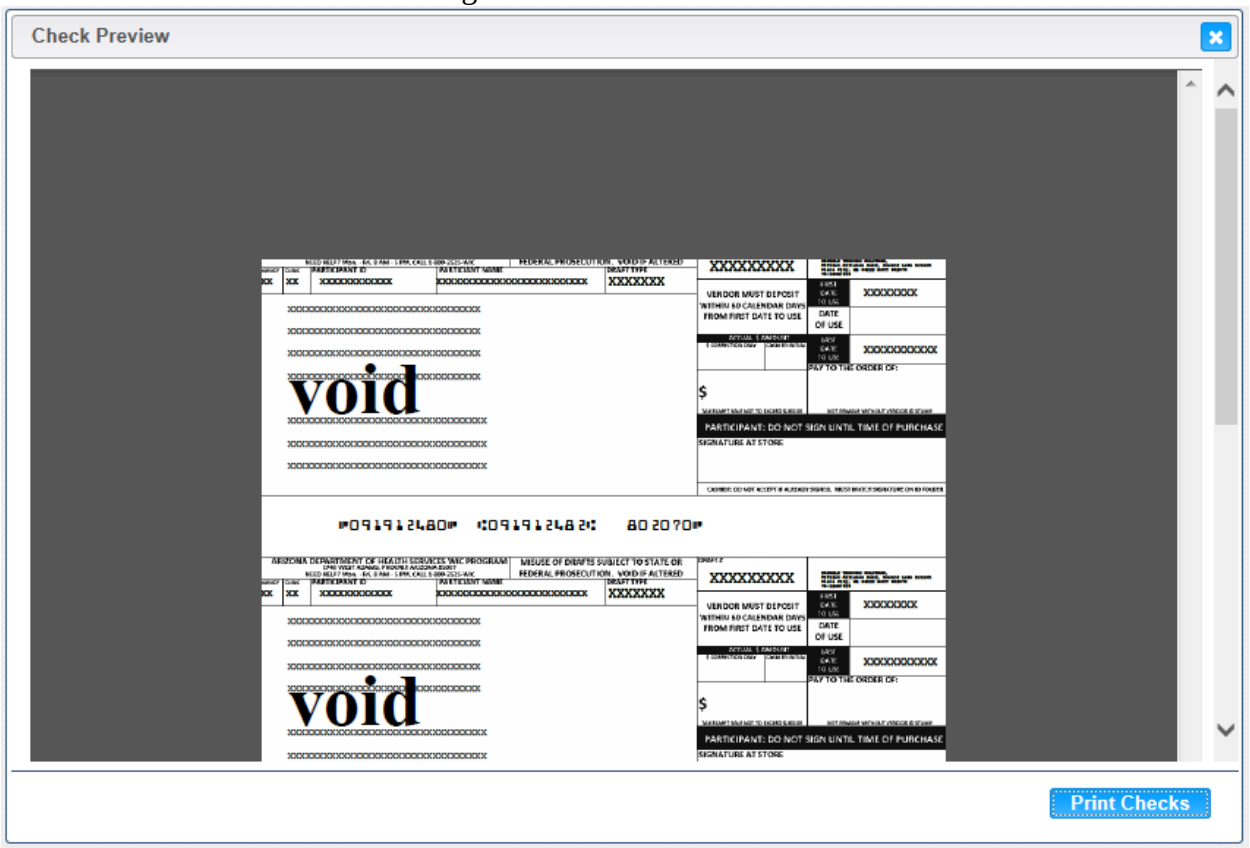


Figure 69: Print Test Checks

Fields: None
Buttons:

- **Print Checks –** When selected navigation is switched to the Check Preview modal.



- **Print Checks –** Choose the Print Checks button to print voided checks.

Calculation(s): None
Background Processes: None

24 ASSESSMENTS SETUP

The Assessment Setup base table is used to set up the Assessment page with the data on the page, such as Standard Questions, Probing Questions, implementing an assessment with an Effective Date, and assigning to a particular category.

Navigation Path: WIC Services | Search | Assessments Setup

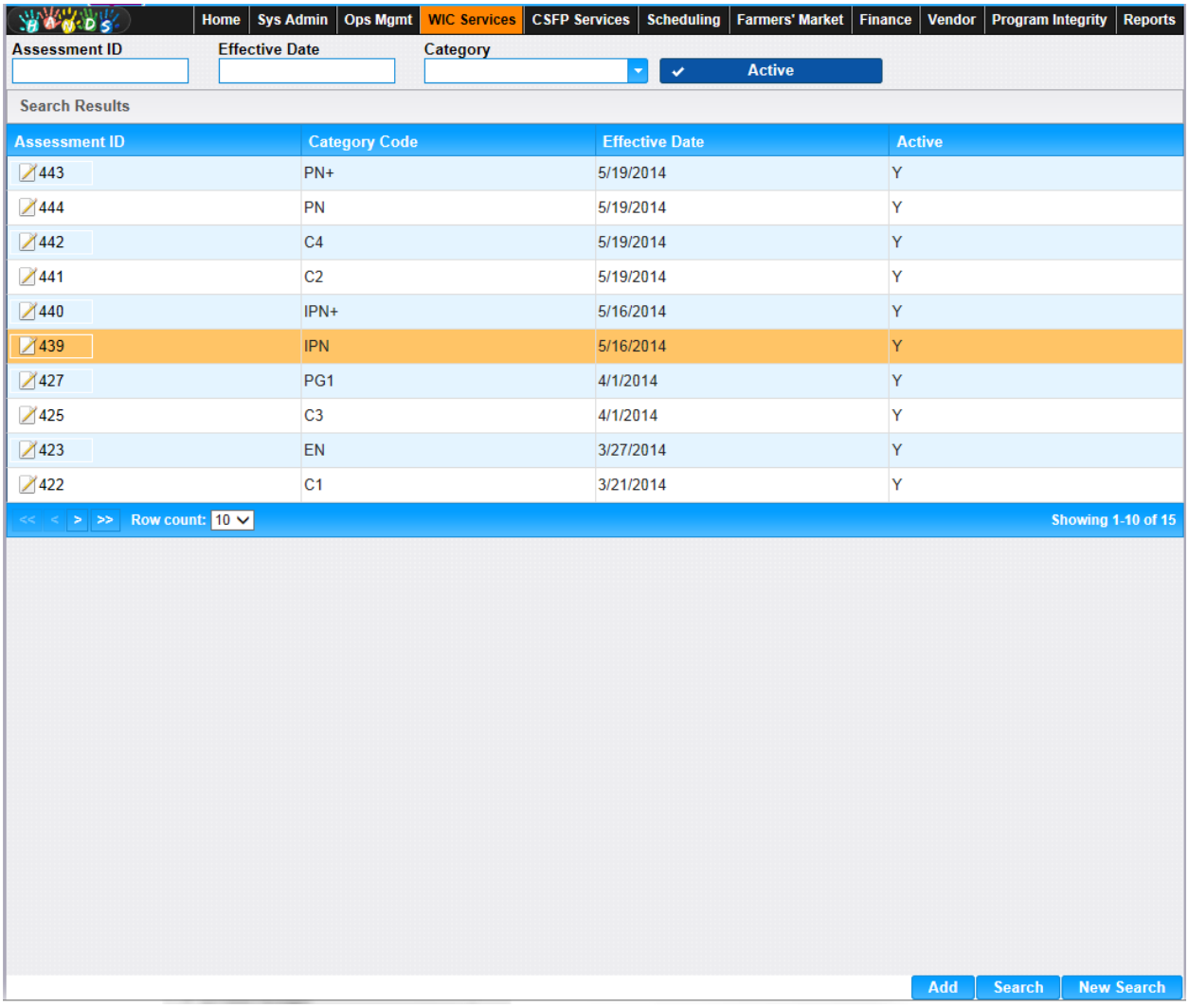


Figure 70: Assessments Setup

Fields:

Search Filter Fields:

- **Assessment ID –** A system generated ID used to uniquely identify the assessment record.
- **Effective Date –** The date that the assessment record becomes available for use.
- **Category**[21] **–** Client Category Code
- **Active –** A Yes/No indicator of if the record is active.

Search Results Grid:

[21] Refer to section 12, Category Groups for details

- **Assessment ID –** The unique ID assigned to the assessment. Choose the Edit icon to display the Edit Assessments page and edit the assessment record.
- **Effective Date –** The date that the assessment record becomes available for use.
- **Category**[22] **–** Client Category Code
- **Active –** A Yes/No indicator of if the record is active.

Buttons:

- **Add –** When selected navigation is switched to the Add Assessments page.
- **Search –** When selected assessment records matching the entered Search Filter criteria will be retrieved and displayed within the Search Results Grid.
- **New Search –** Clear the Search Results Grid and Search Filter Criteria in preparation for a new search.

Calculation(s): None

Background Processes:
The Assessment portion of the Certification and Enrollment[23] *module will determine which assessment to use based on the following criteria:*

- *The Category Code of the client matches the Category Code associated with the assessment.*
- *The assessment is active (Active Flag set to Yes).*
- *The most recent effective date*

[22] Refer to section 12, Category Groups for details
[23] Refer to the "HANDS DFDD EnrollandCert" document for details

24.1 Add Assessments Page

Navigation Path: WIC Services | Search | Assessments Setup | Add

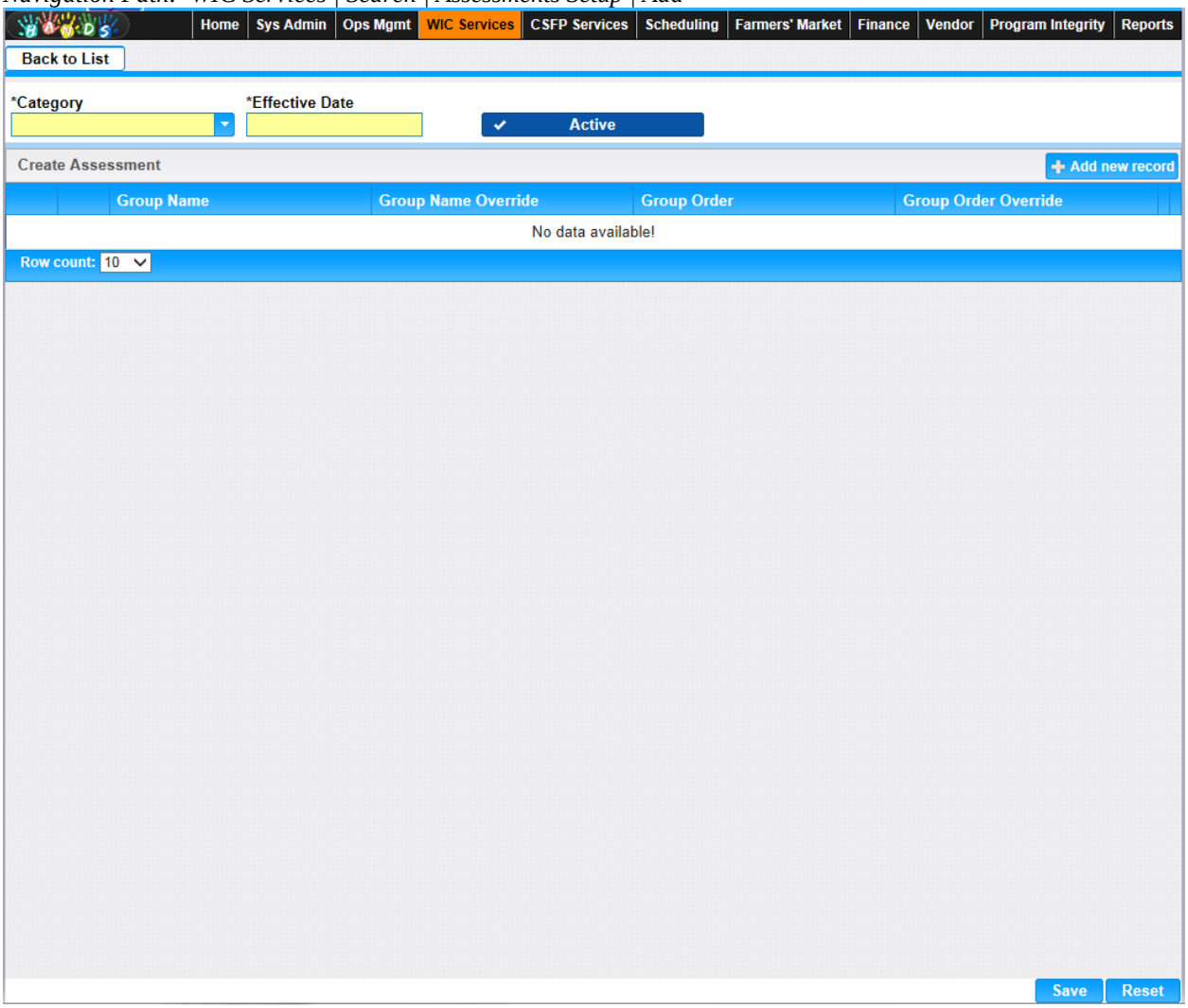
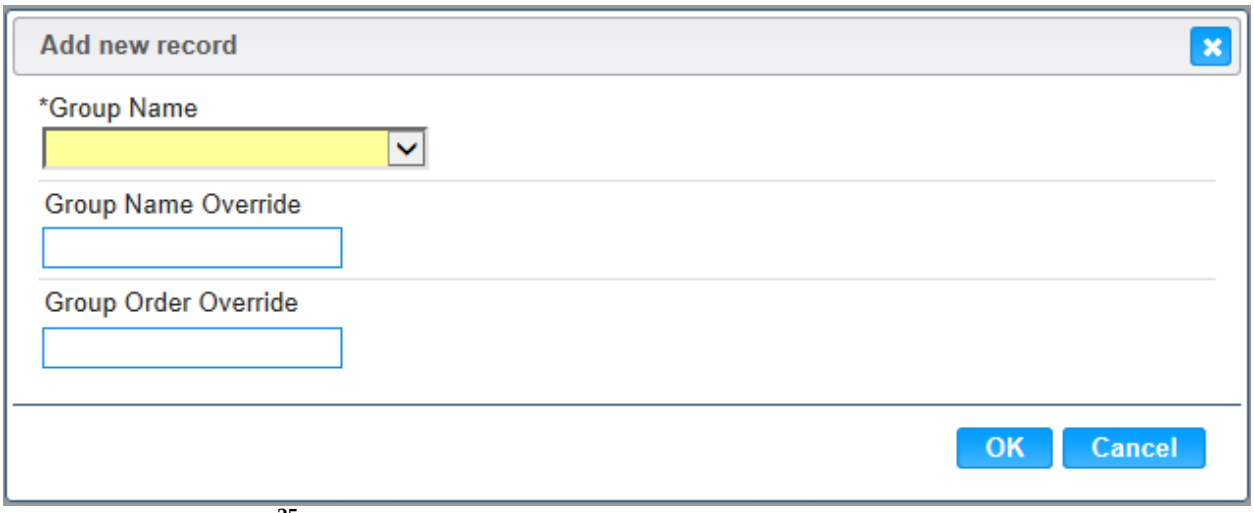


Figure 71: Add Assessments Page

Fields:

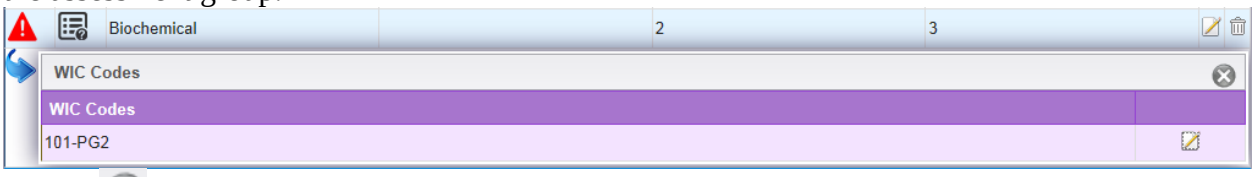
- **Category**[24] **–** Client Category Code
- **Effective Date –** The date that the assessment record becomes available for use.
  Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.
- **Active –** A Yes/No indicator of if the record is active.
  Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.
- Add new record **–** Add a new assessment group to the assessment record.

[24] Refer to section 12, Category Groups for details

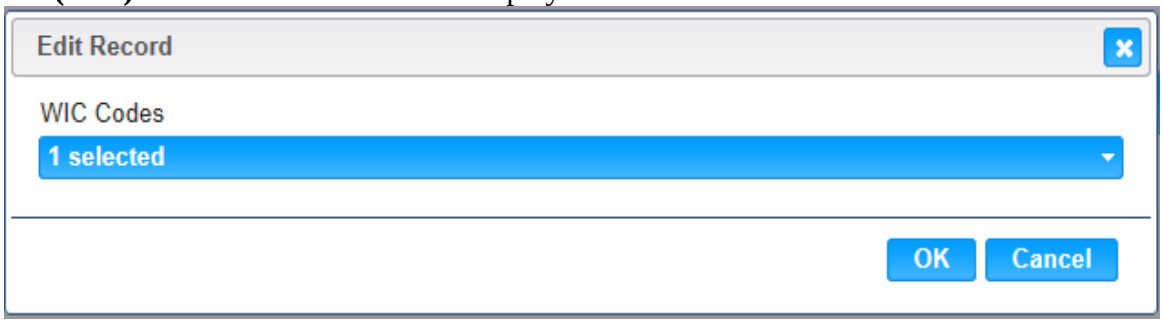


- **Group Name**[25] **–** A dropdown list of the configured assessment group names. Required.
- **Group Name Override –** Allows the user to override the default group name displayed via the Assess tab of the Certification and Enrollment[26] module.
- **Group order Override –** Allows the user to modify the order in which the group name will appear via the Assess tab of the Certification and Enrollment[27] module.

- (Button) **–** Choose the Expand WIC Codes Icon to view, delete or add WIC Codes to the assessment group.



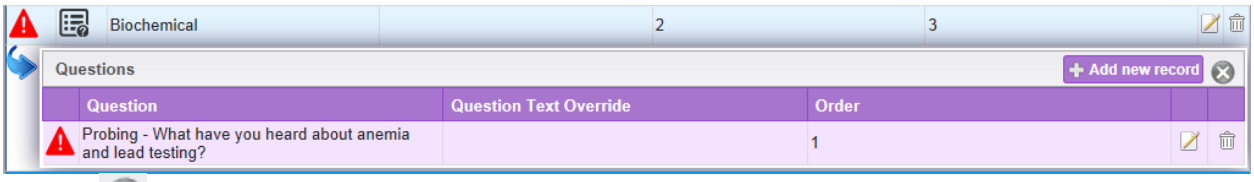
- **(Close) –** Choose the close icon to close the add/edit WIC Codes modal.
- **(Edit) –** Choose the edit icon to display the add WIC Codes Modal.



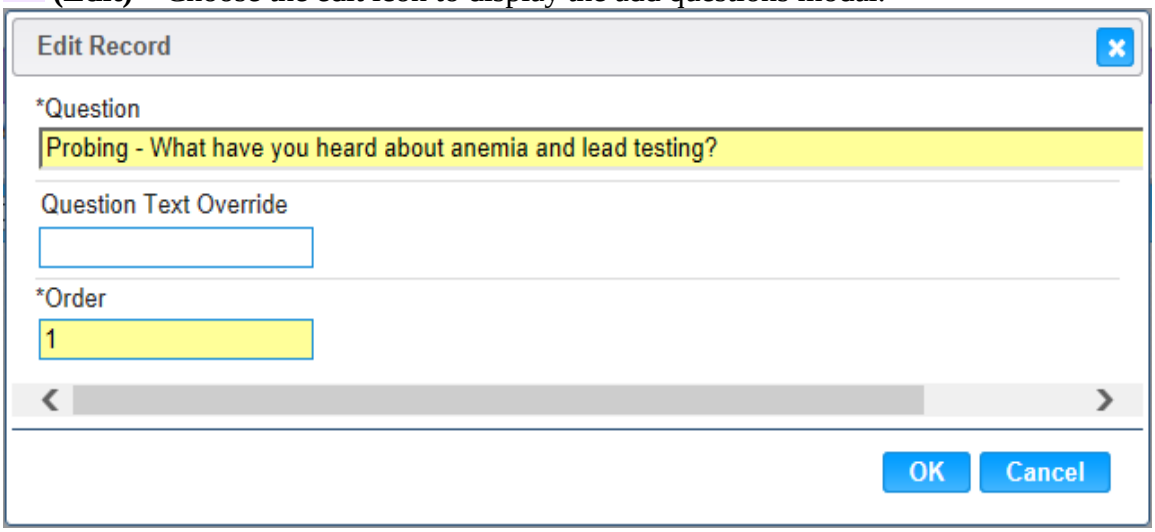
  - **WIC Codes –** Select the drop down list and check all WIC Codes that apply.

- (Button) **–** Choose the Expand Assessment Questions Icon to view, delete or add Assessment Questions to the assessment group.

[25] Refer to section 32, Groups for details
[26] Refer to the "HANDS DFDD EnrollandCert" document for details.
[27] Refer to the "HANDS DFDD EnrollandCert" document for details.

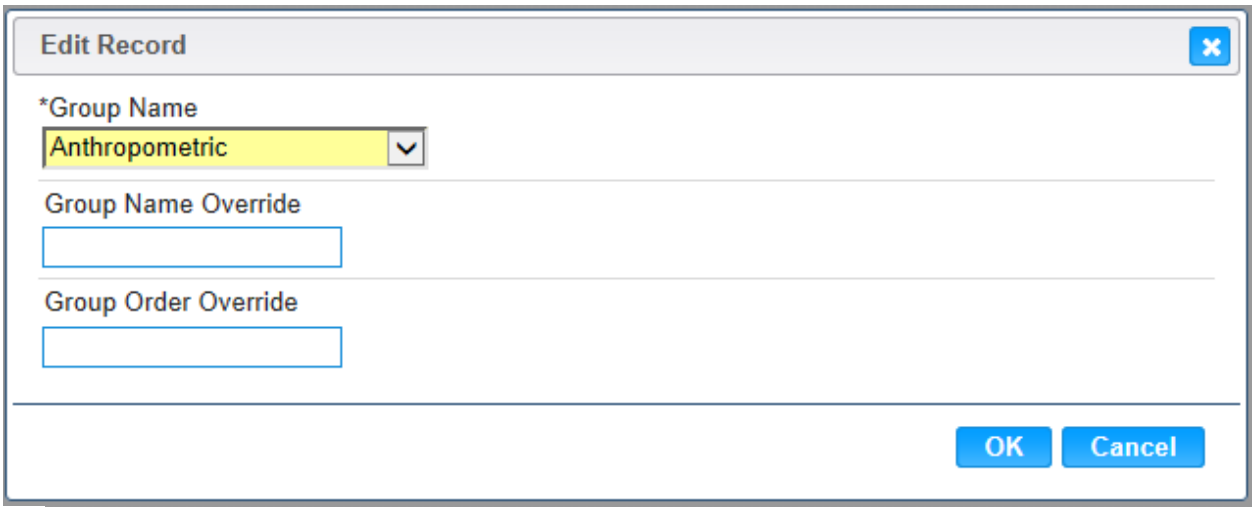


- **(Close) –** Choose the close icon to close the add/edit questions modal.
- **(Edit) –** Choose the edit icon to display the add questions modal.

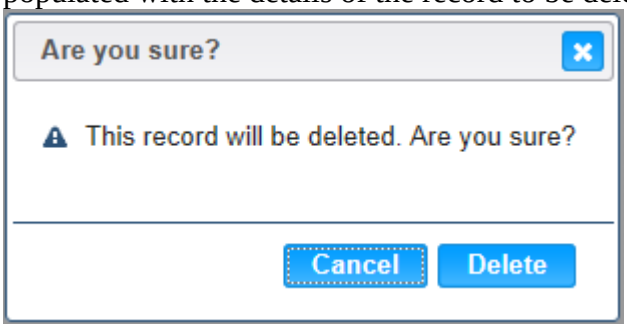


  - **Question –** Select the drop down list and choose a question.
    Note – Questions are added 1 at a time, but multiple questions can be added. Repeat the add question process for each question required for the assessment group.
  - **Question Text Override –** A free form text field that will replace the text of the chosen question.
  - **Order –** The order in which this question should be asked, relative to the other questions associated with the assessment group.
- **Group Name –** The chosen assessment group name.
- **Group Name Override –** The Group Name string to display via the Assess tab of the Certification and Enrollment[28] module, instead of displaying the default Group Name value.
- **Group Order –** The default order the group should appear via the Assess tab of the Certification and Enrollment[29] module.
- **Group Order Override –** The order to display the group via the Assess tab of the Certification and Enrollment[30] module, instead of using the default order.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.

[28] Refer to the "HANDS DFDD EnrollandCert" document for details.
[29] Refer to the "HANDS DFDD EnrollandCert" document for details.
[30] Refer to the "HANDS DFDD EnrollandCert" document for details.

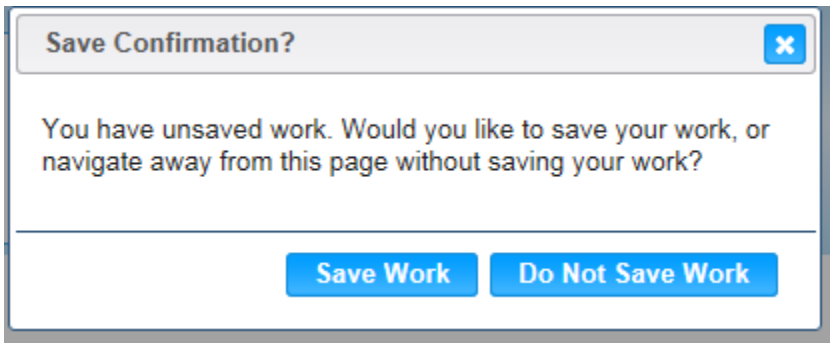


- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Save –** The new assessment record is saved and navigation is switched to the Edit Assessments page.
- **Reset –** Unsaved edits are cleared without saving and the Add Assessments page is refreshed.



  - **(Close Window) –** The window is closed and no action is taken
  - **Save Work –** The new record is saved and navigation is switched to the Edit Food Package Categories page.
  - **Do Not Save Work –** The modifications are cleared and navigation is switched to the returns to the Food Package Categories main page.

- **Save –** The new record is saved and navigation is switched to the Assessments Setup page.
- **Reset –** Unsaved edits are cleared without saving and the Assessments Setup page is refreshed.

Calculation(s): None

Background Processes: None

24.2 Edit Assessments Page

Navigation Path: WIC Services | Search | Assessments Setup | *Assessment ID*

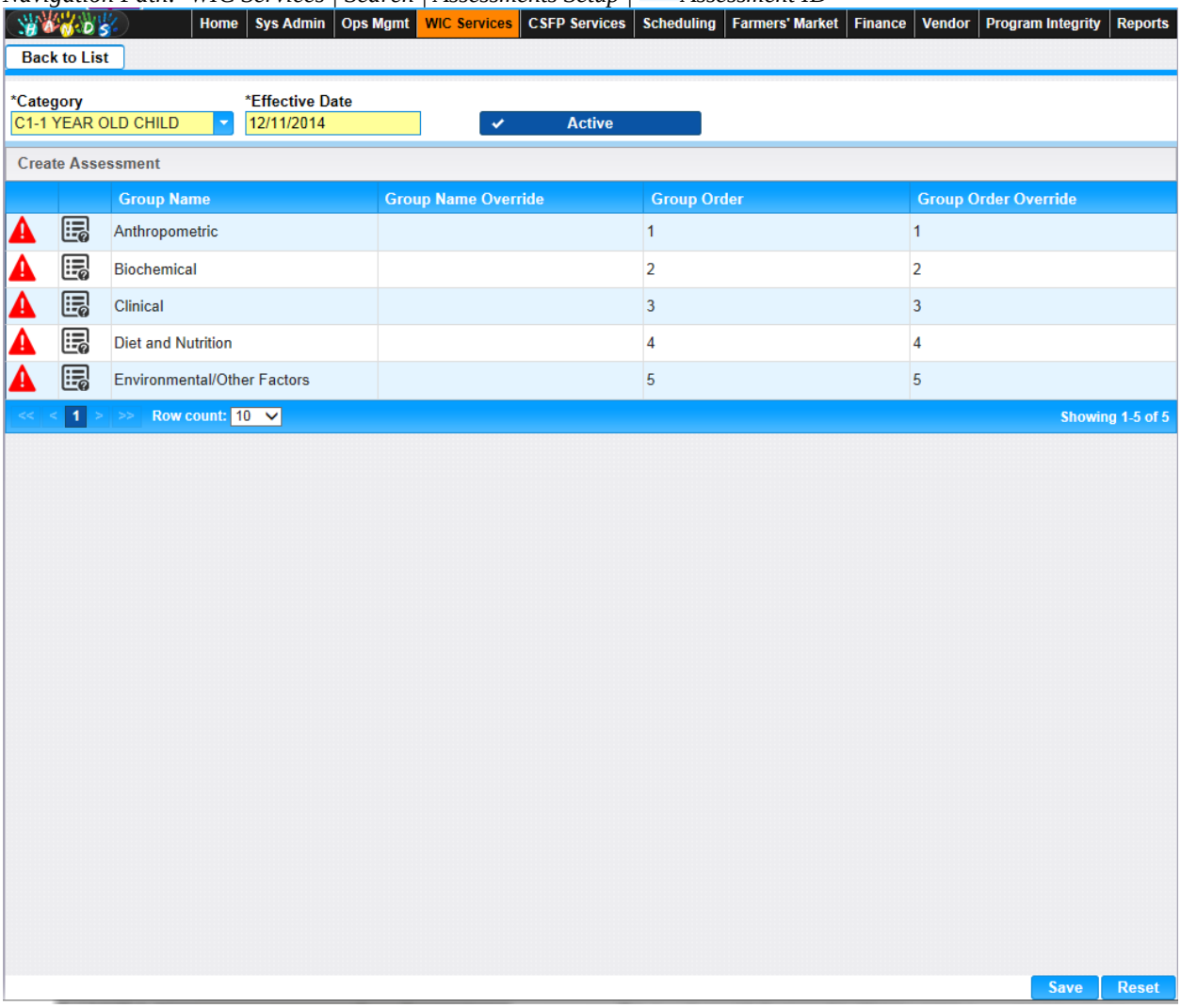


Figure 72: Edit Assessment Page

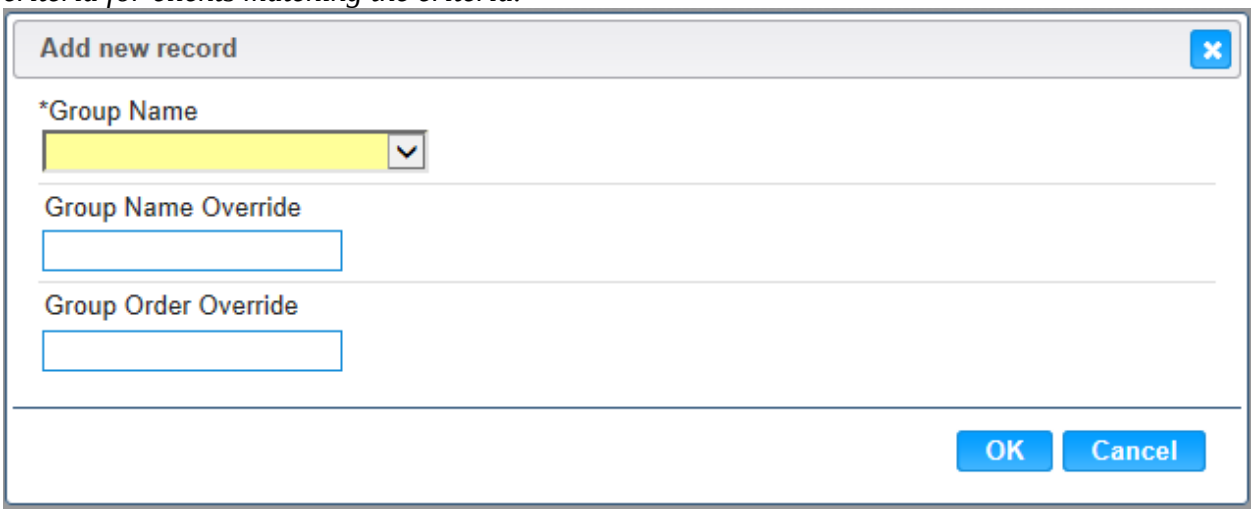
Fields:

- **Category**[31] **–** Client Category Code
- **Effective Date –** The date that the assessment record becomes available for use.
  Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.
- **Active –** A Yes/No indicator of if the record is active.
  Note – In order for the Assessment record to be active, the current date must be greater than or equal to the Effective date and the Active Flag must be set to Yes.
-

  – Add a new assessment group to the assessment record.

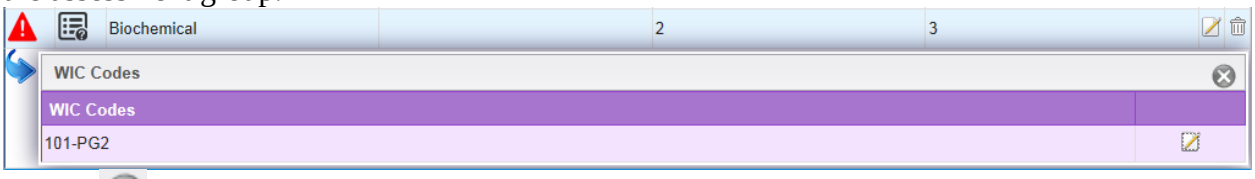
[31] Refer to section 12, Category Groups for details

Note – It is not possible to add new assessment groups to an assessment record that has already been used to assess a client. Create a new assessment with effective date more recent than the previous and set it to Active, in order to change the future assessment criteria for clients matching the criteria.



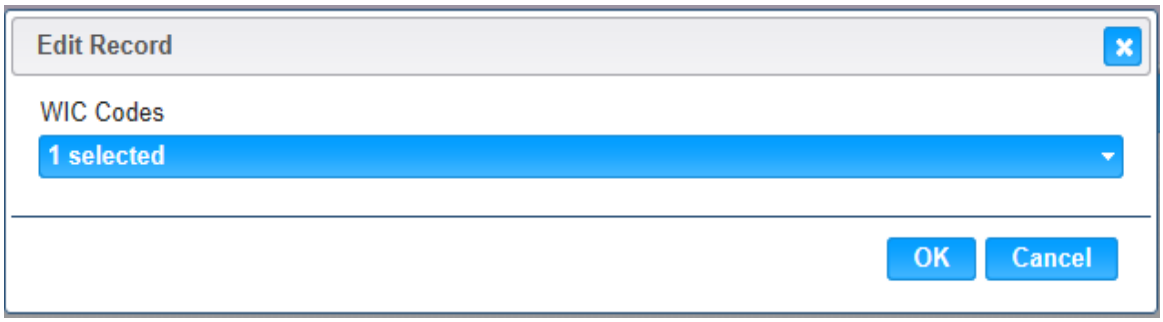
- **Group Name –** A dropdown list of the default group names.
  Default Group Name Values:
  - *Anthropometric*
  - *Biochemical*
  - *Clinical*
  - *Diet and Nutrition*
  - *Environmental/Other Factors*
- **Group Name Override –** Allows the user to override the default group name displayed via the Assess tab of the Certification and Enrollment[32] module.
- **Group order Override –** Allows the user to modify the order in which the group name will appear via the Assess tab of the Certification and Enrollment[33] module.

- (Button) – Choose the Expand WIC Codes Icon to view, delete or add WIC Codes to the assessment group.



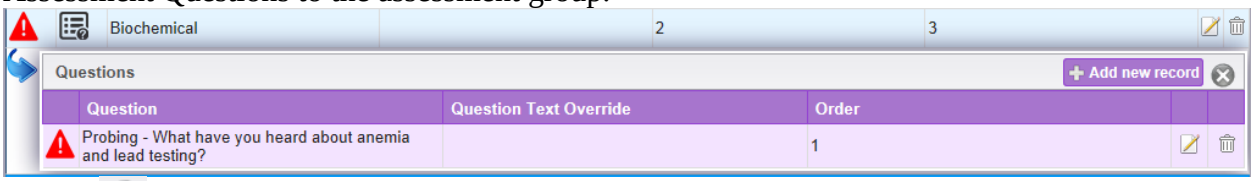
- **(Close) –** Choose the close icon to close the add/edit WIC Codes modal.
- **(Edit) –** Choose the edit icon to display the add/edit WIC Codes Modal.
  Note – It is not possible to edit an assessment group of an assessment record that has already been used to assess a client. Create a new assessment with effective date more recent than the previous and set it to Active, in order to change the future assessment criteria for clients matching the criteria.

[32] Refer to the "HANDS DFDD EnrollandCert" document for details.
[33] Refer to the "HANDS DFDD EnrollandCert" document for details.



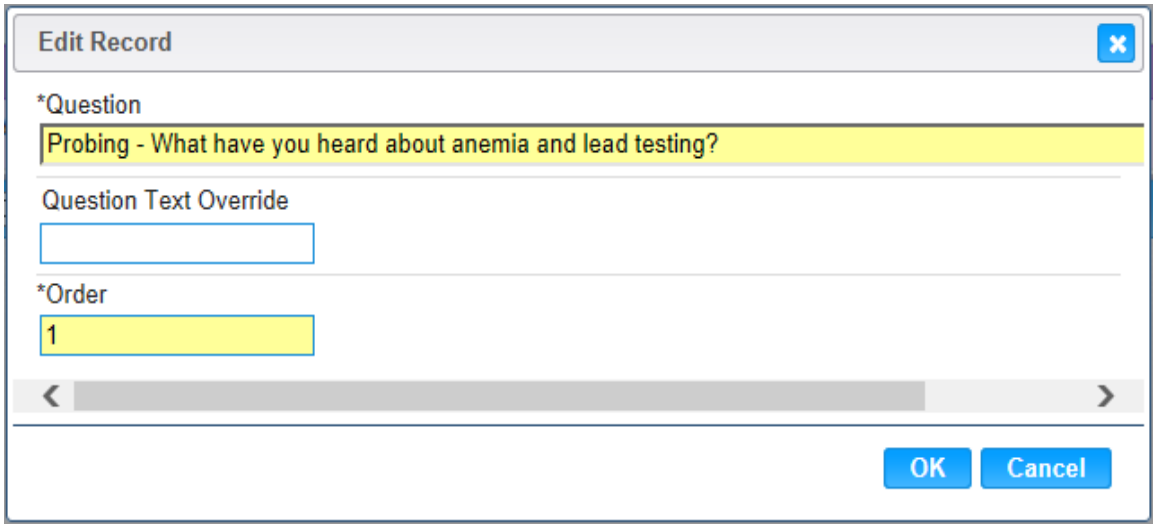
- **WIC Codes –** Select the drop down list and check all WIC Codes that apply.

- (Button) – Choose the Expand Assessment Questions Icon to view, delete or add Assessment Questions to the assessment group.



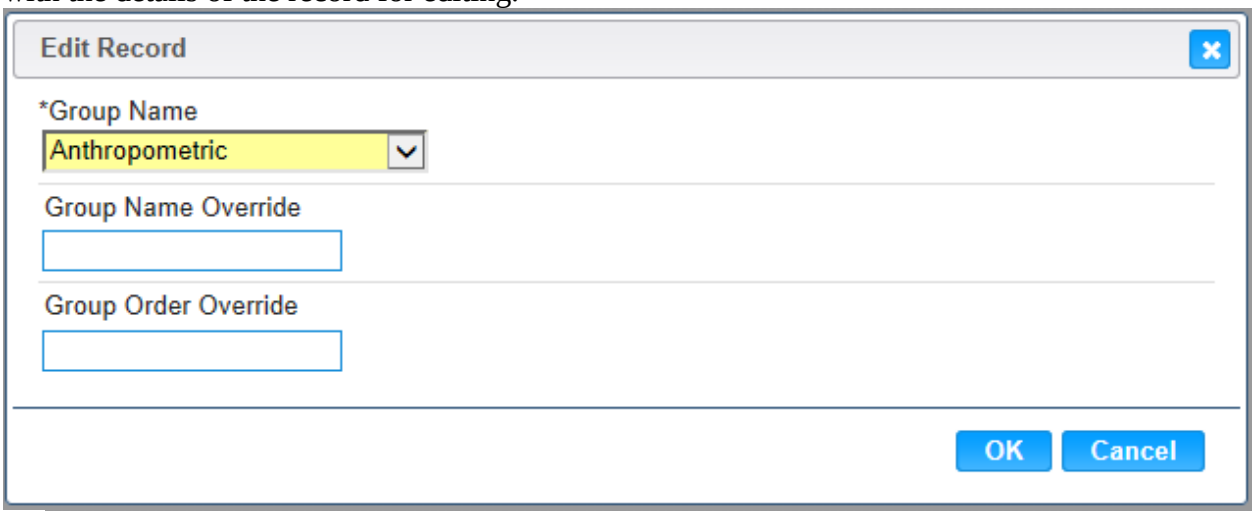
- **(Close) –** Choose the close icon to close the add/edit questions modal.
- **(Edit) –** Choose the edit icon to display the add/edit questions modal.

Note – It is not possible to edit the questions associated with an assessment group of an assessment record that has already been used to assess a client. Create a new assessment with effective date more recent than the previous and set it to Active, in order to change the future assessment criteria for clients matching the criteria.

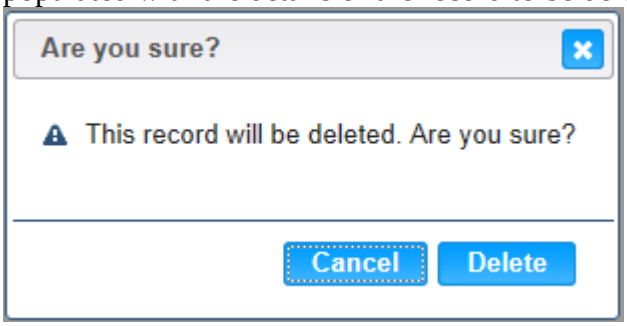


- **Question –** Select the drop down list and choose a question.
  Note – Questions are added 1 at a time, but multiple questions can be added. Repeat the add question process for each question required for the assessment group.
- **Question Text Override –** A free form text field that will replace the text of the chosen question.

    - **Order –** The order in which this question should be asked, relative to the other questions associated with the assessment group.
- **Group Name –** The chosen default group name.
- **Group Name Override –** The Group Name string to display via the Assess tab of the Certification and Enrollment[34] module, instead of displaying the default Group Name value.
- **Group Order –** The default order the group should appear via the Assess tab of the Certification and Enrollment[35] module.
- **Group Order Override –** The order to display the group via the Assess tab of the Certification and Enrollment[36] module, instead of using the default order.
- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



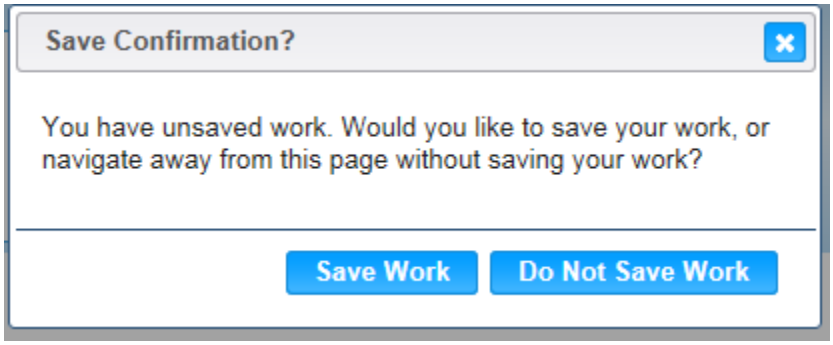
- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted.



Buttons:

- **Save –** The assessment record edits are saved and navigation is switched to the Assessments Setup page.
- **Reset –** Unsaved edits are cleared without saving and the Add Assessments page is refreshed.

[34] Refer to the "HANDS DFDD EnrollandCert" document for details.
[35] Refer to the "HANDS DFDD EnrollandCert" document for details.
[36] Refer to the "HANDS DFDD EnrollandCert" document for details.



- **(Close Window) –** The window is closed and no action is taken
- **Save Work –** The new record is saved and navigation is switched to the Edit Food Package Categories page.
- **Do Not Save Work –** The modifications are cleared and navigation is switched to the Food Package Categories main page.

- **Save –** The new record is saved and navigation is switched to the Edit Food Package Categories page.
- **Reset –** Unsaved edits are cleared without saving and the Assessments Setup page is refreshed.

Calculation(s): None

Background Processes: None

25 ASSESSMENT TYPES

The Assessment Types base table allows for the configuration of assessment question types. Assessment types are used by the Probing & Topic Questions[37] base table.

Navigation Path: Sys Admin | WIC Base Tables | Assessment Types

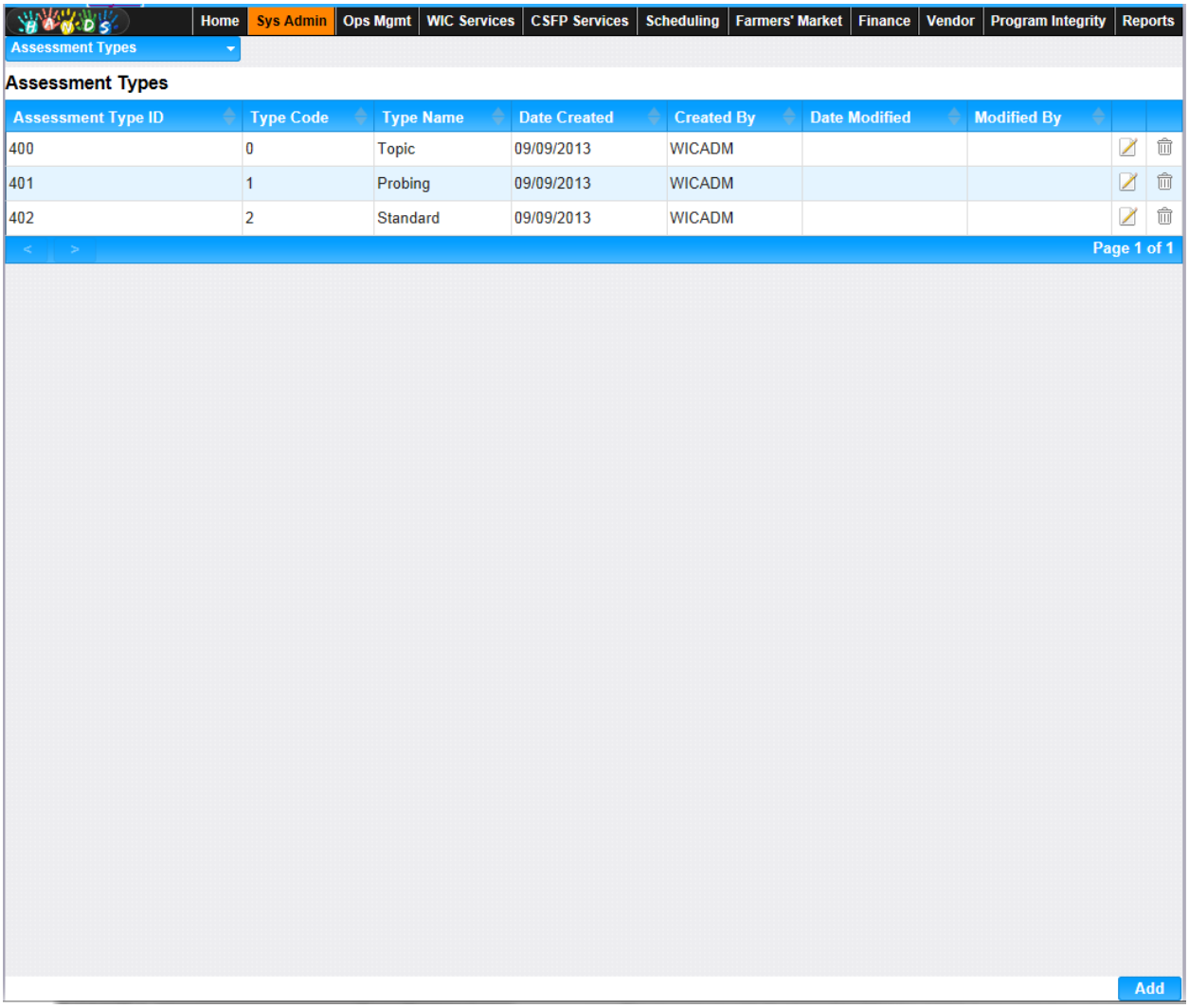


Figure 73: Assessment Types

Fields:

- **Assessment Type ID –** A system generated ID used to uniquely define the assessment question type within HANDS.
- **Type Code –** A user defined number up to 10 characters long.
- **Type Name –** The assessment question category description.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

[37] Refer to section 26, Probing & Topic Questions for details

- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Assessment Types Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Assessment Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Assessment Types Page

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates there is a value in the Type Code and Type Name fields.*

25.1 Edit Assessment Types

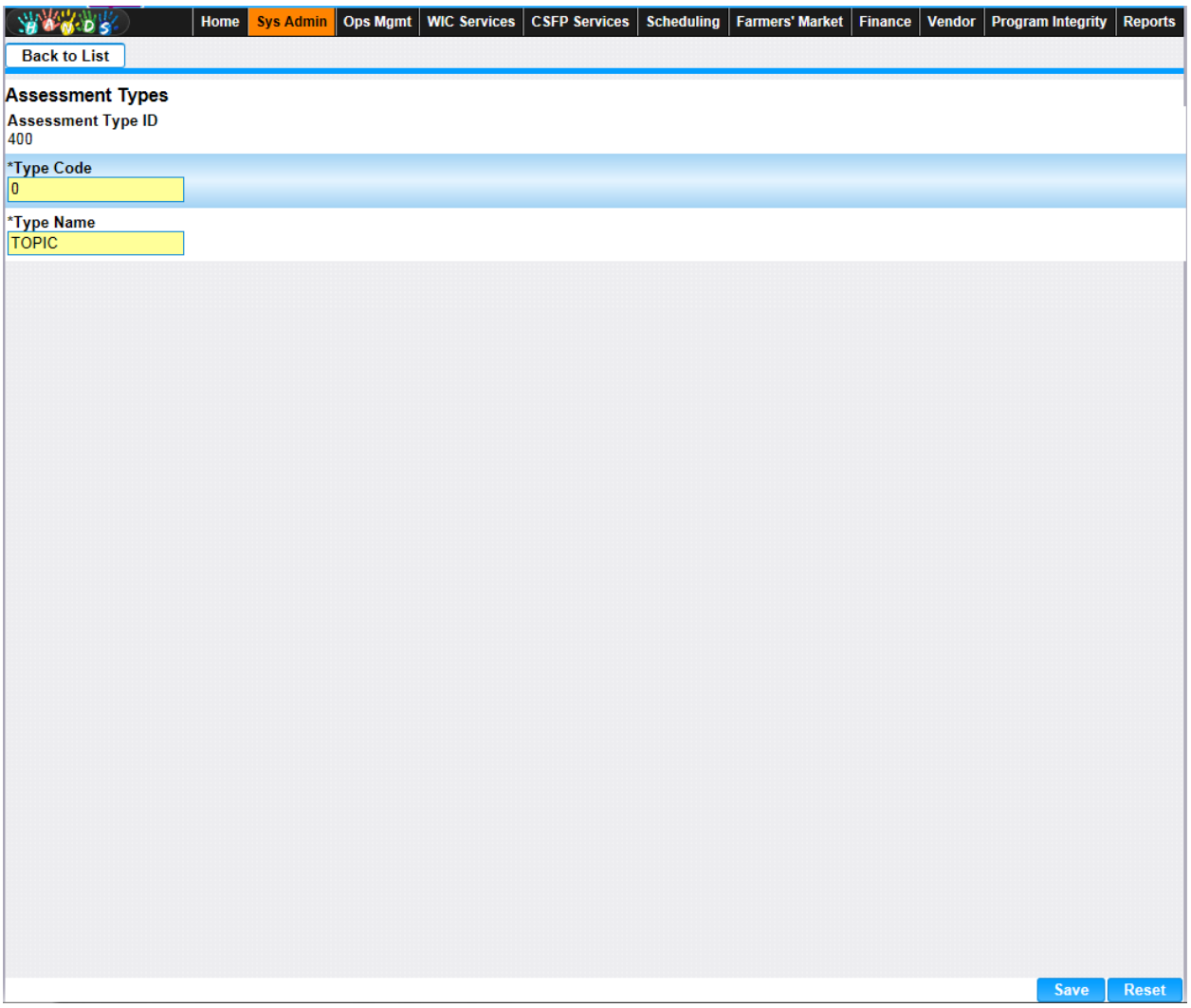


Figure 74: Edit Assessment Types Page

25.2 Delete Assessment Types

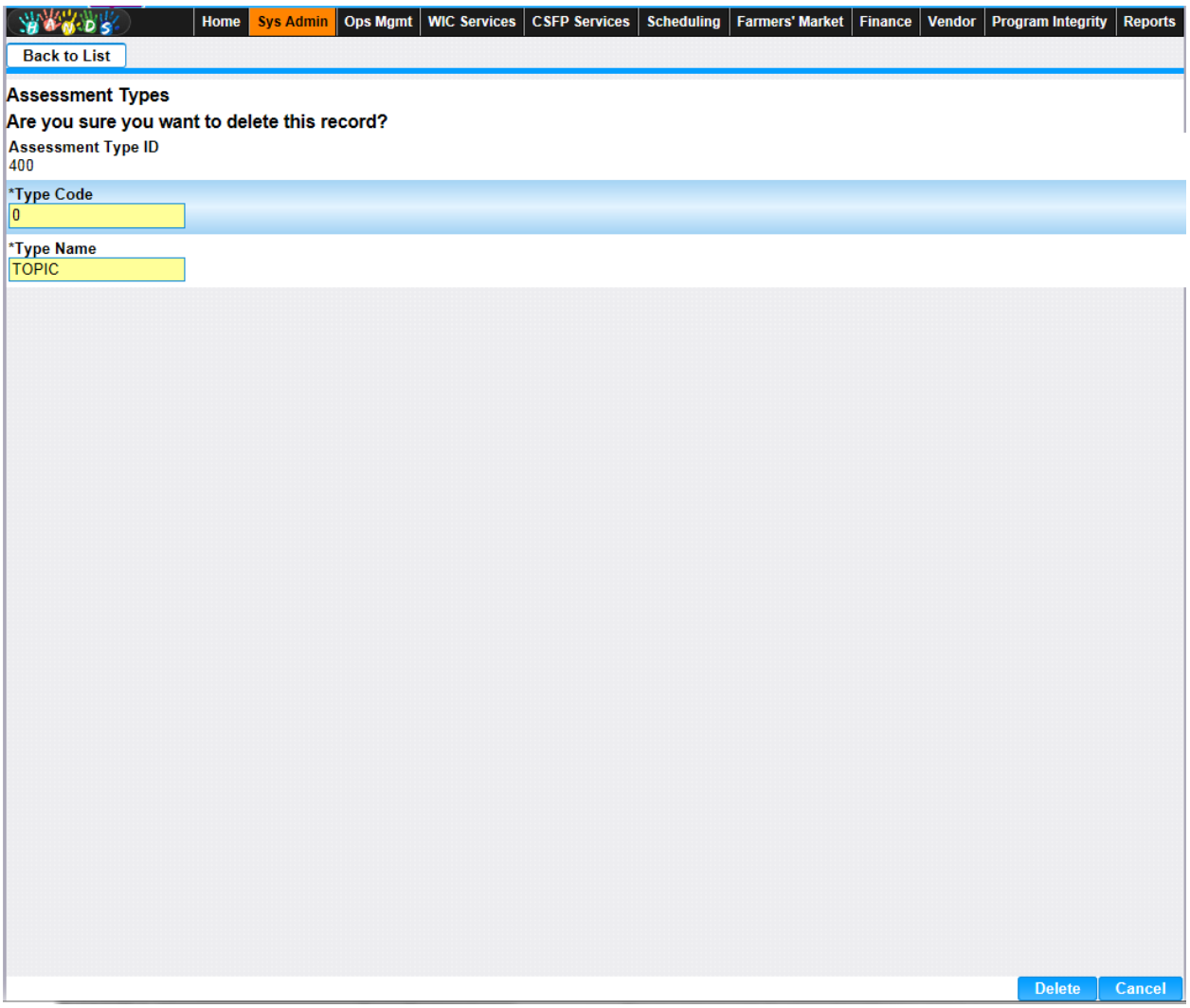


Figure 75: Delete Assessment Types Page

25.3 Add Assessment Types

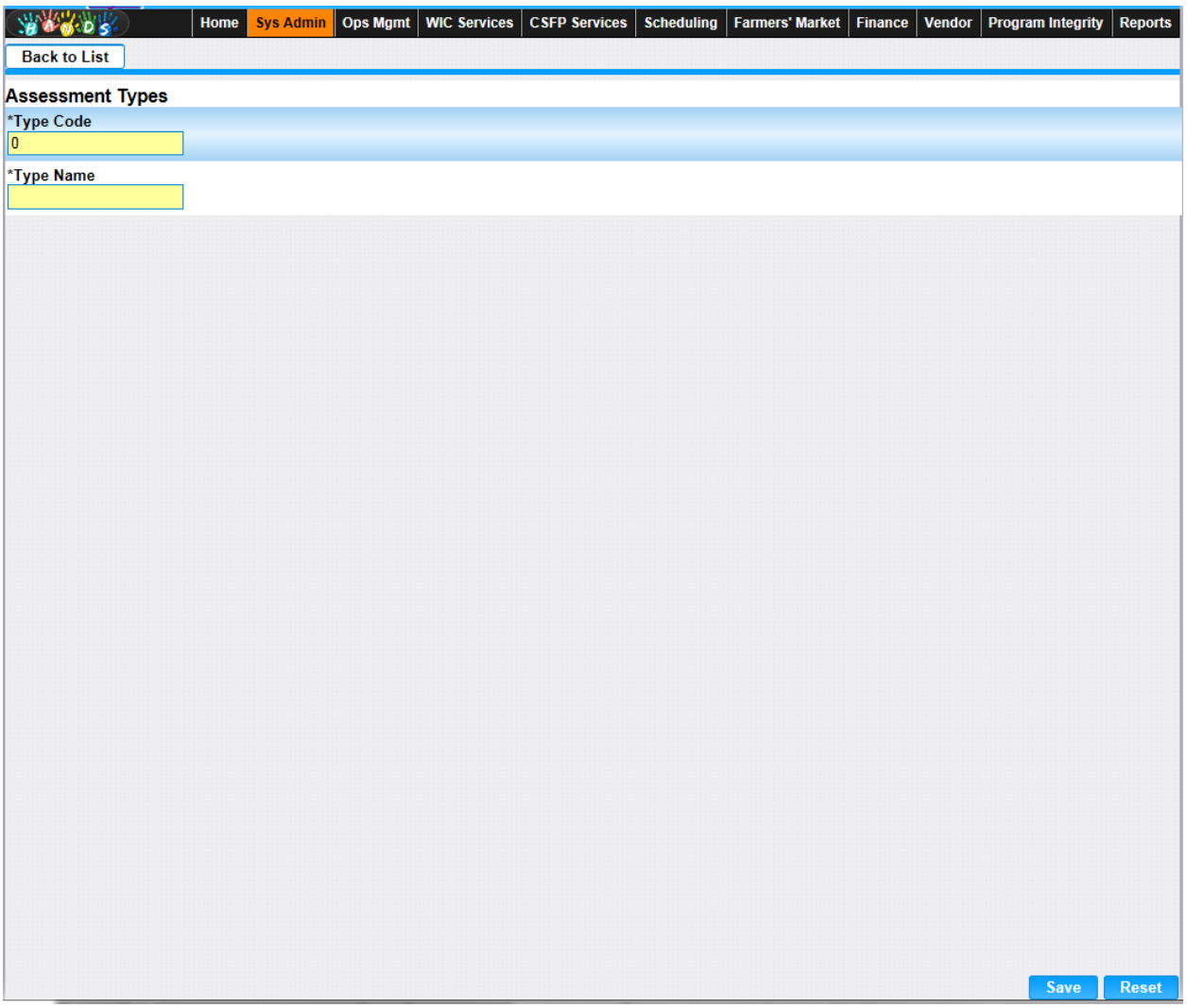


Figure 76: Add Assessment Types Page

26 PROBING & TOPIC QUESTIONS

The Probing & Topic Questions base table allows for the configuration of assessment questions. The assessment questions configured are used within the Assessments Setup[38] base table when configuring assessments.

Navigation Path: Sys Admin | Cert & Enroll Base Tables | Probing & Topic Questions

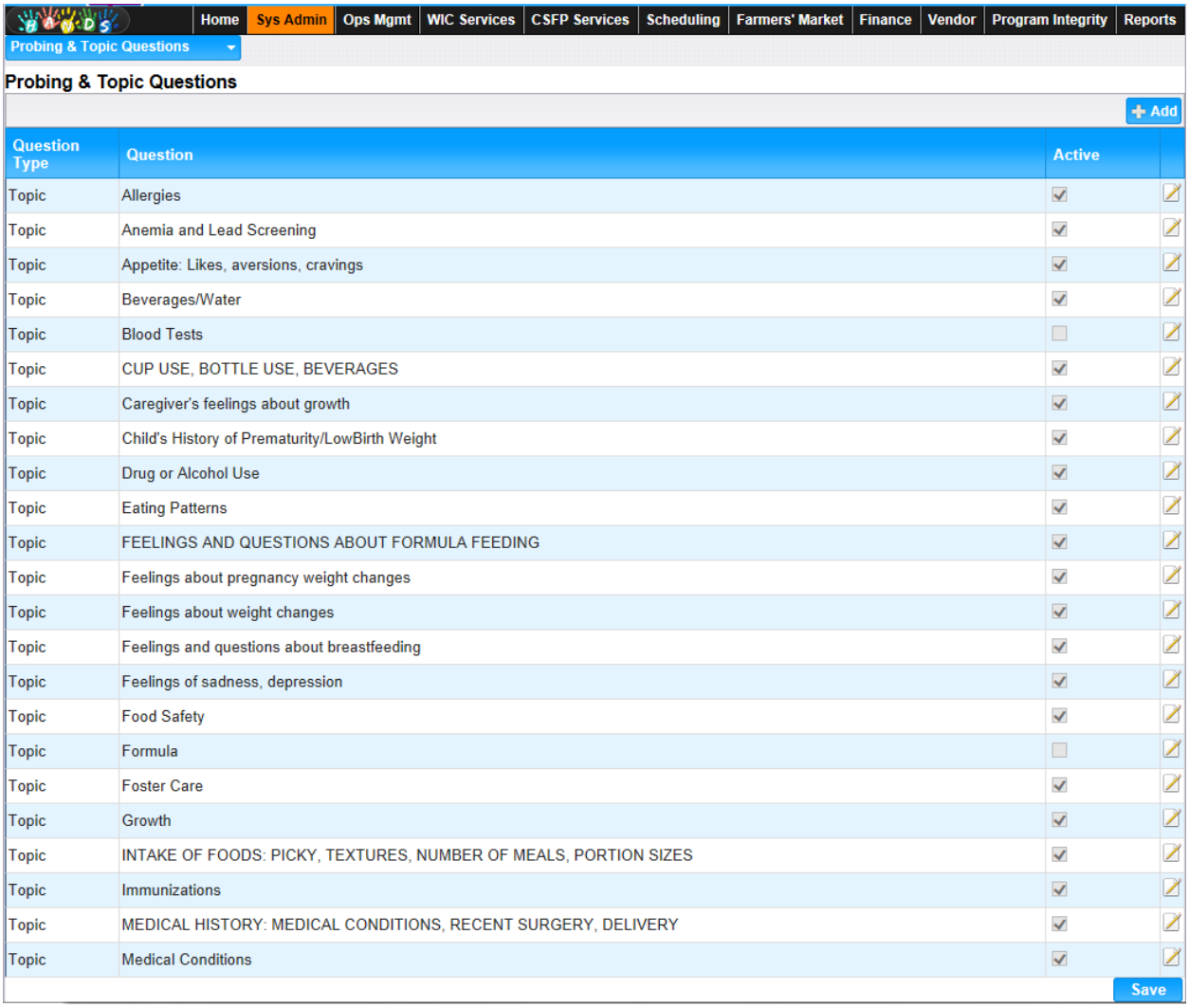


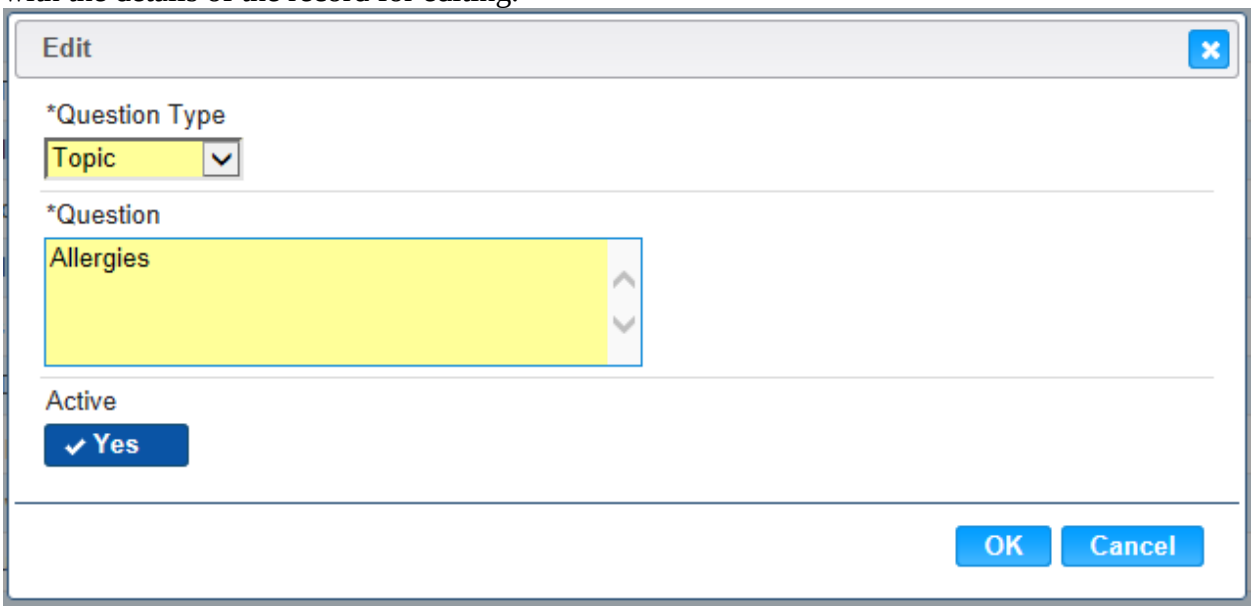
Figure 77: Probing & Topic Questions

Fields:

- **Question Type**[39] **–** The assessment question type.
- **Question –** The text of an assessment question.
- **Active –** Check the Active box to enable/disable the assessment question.

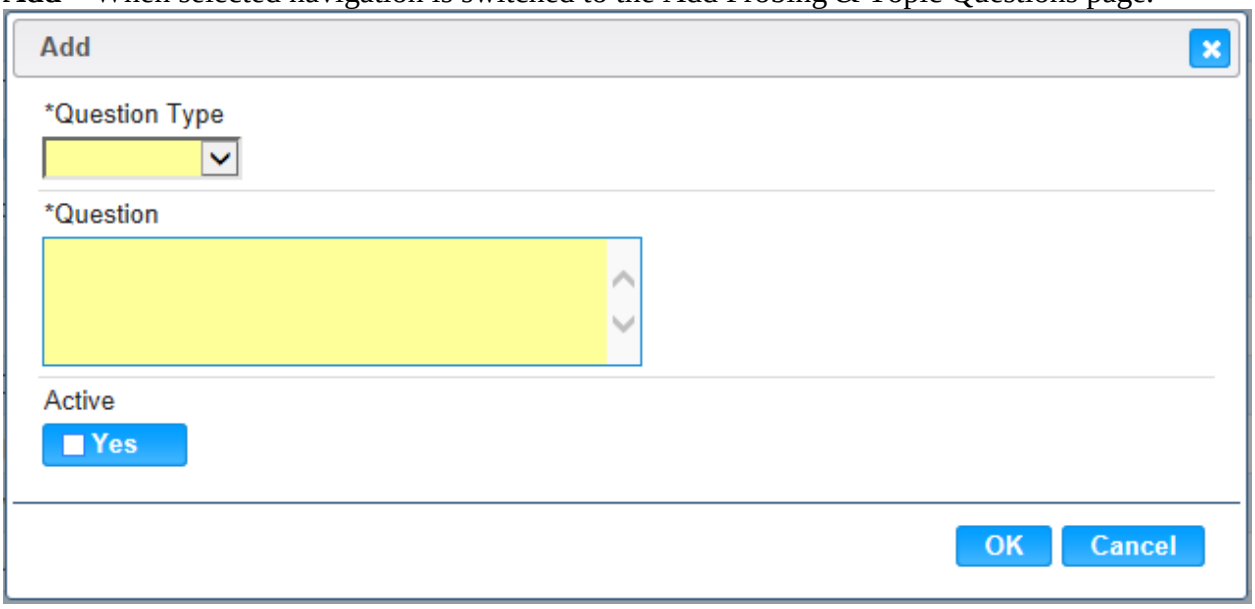
[38] Refer to section 23, Assessments Setup for details
[39] Refer to section 25, Assessment Types for details

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing.



Buttons:

- **Add –** When selected navigation is switched to the Add Probing & Topic Questions page.



Calculation(s): None

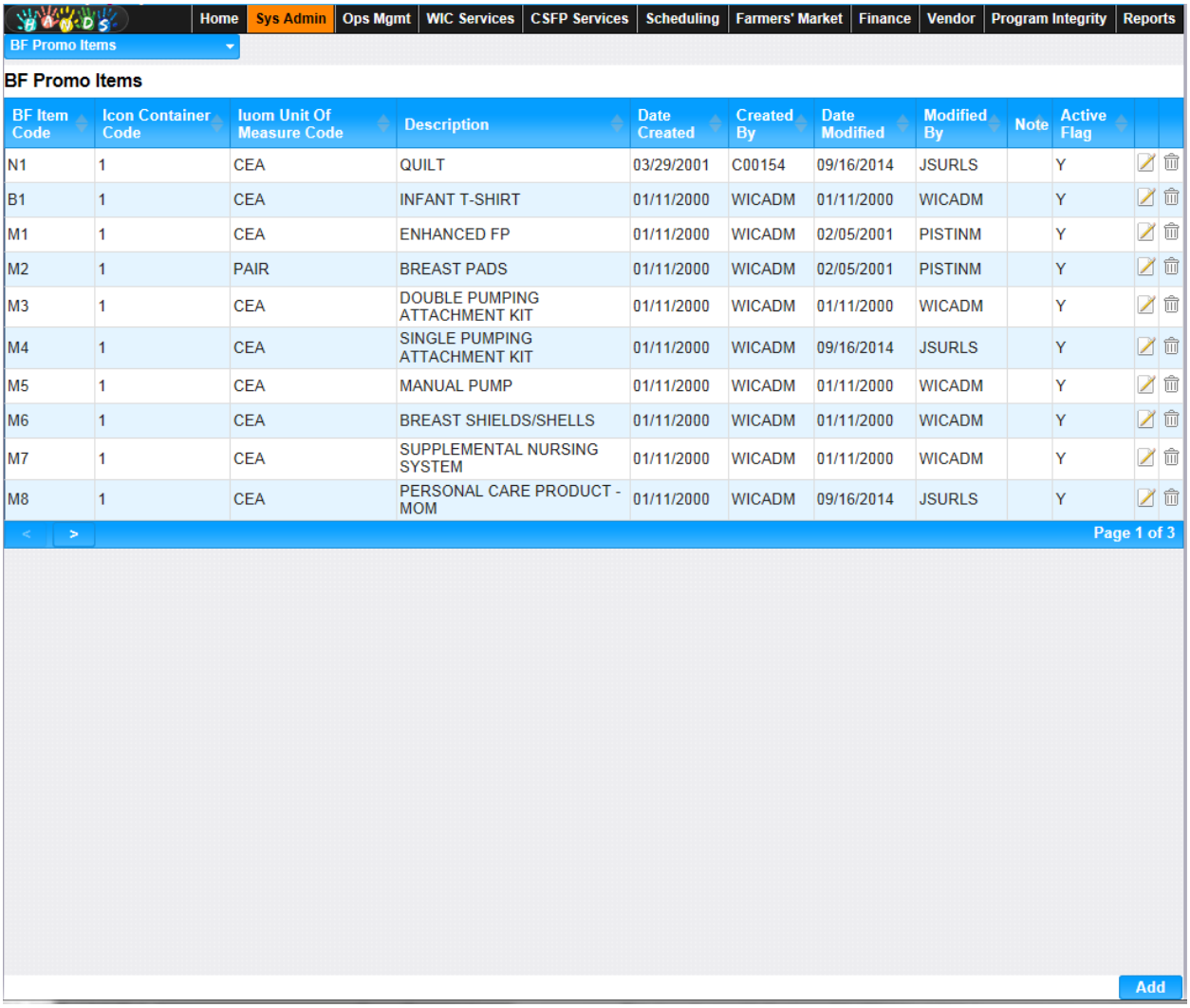
Background Processes:

1. *On Edit and Add, the system validates there is a value in the Question Type and Question fields.*

27 BF PROMO ITEMS

The Breast Feeding Promotion Items base table allows for the configuration of promotional items that help promote breast feeding.

Navigation Path: Sys Admin | WIC Base Tables | BF Promo Items



BF Item Code	Icon Container Code	Iuom Unit Of Measure Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag
N1	1	CEA	QUILT	03/29/2001	C00154	09/16/2014	JSURLS		Y
B1	1	CEA	INFANT T-SHIRT	01/11/2000	WICADM	01/11/2000	WICADM		Y
M1	1	CEA	ENHANCED FP	01/11/2000	WICADM	02/05/2001	PISTINM		Y
M2	1	PAIR	BREAST PADS	01/11/2000	WICADM	02/05/2001	PISTINM		Y
M3	1	CEA	DOUBLE PUMPING ATTACHMENT KIT	01/11/2000	WICADM	01/11/2000	WICADM		Y
M4	1	CEA	SINGLE PUMPING ATTACHMENT KIT	01/11/2000	WICADM	09/16/2014	JSURLS		Y
M5	1	CEA	MANUAL PUMP	01/11/2000	WICADM	01/11/2000	WICADM		Y
M6	1	CEA	BREAST SHIELDS/SHELLS	01/11/2000	WICADM	01/11/2000	WICADM		Y
M7	1	CEA	SUPPLEMENTAL NURSING SYSTEM	01/11/2000	WICADM	01/11/2000	WICADM		Y
M8	1	CEA	PERSONAL CARE PRODUCT - MOM	01/11/2000	WICADM	09/16/2014	JSURLS		Y

Figure 78: BF Promo Items

Fields:

- **BF Item Code –** A user defined string with a maximum length of 4 used to uniquely define the breastfeeding promotion item.
- **Icon Container Code**[40] **–** The container type.
- **Iuom Unit of Measure Code**[41] **–** The unit of measure associated with the container type.
- **Description –** A verbose description of the breastfeeding promotional item.

[40] Refer to section 4, Containers of the "HANDS DFDD Food Package State" document for details.
[41] Refer to section 6, Units of Measure of the "HANDS DFDD Food Package State" document for details.

- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **Active Flag –** A Yes/No indicator of if the breastfeeding promotional item type is Active.
- **(Edit Icon) –** When selected navigation will switch to the Edit BF Promo Items Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete BF Promo Items Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add BF Promo Items Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value in the Icon Container Code, Iuom Unit Of Measure Code, Description, and Active Flag fields.*
2. *On Add, the system validates there is a value in the BF Item Code, Icon Container Code, Iuom Unit Of Measure Code, Description, and Active Flag fields.*

27.1 Edit BF Promo Items Page

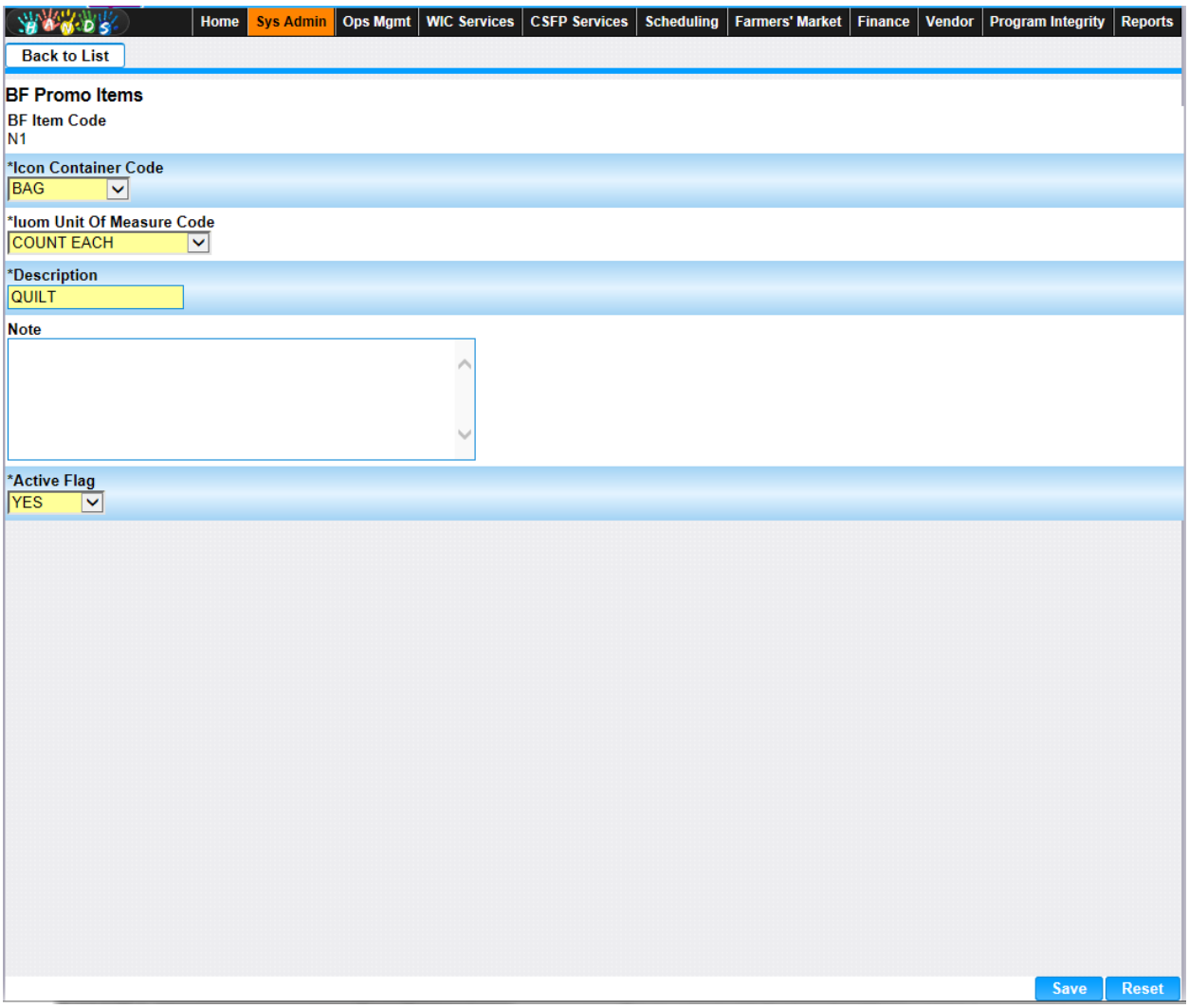


Figure 79: Edit BF Promo Items Page

27.2 Delete BF Promo Items Page

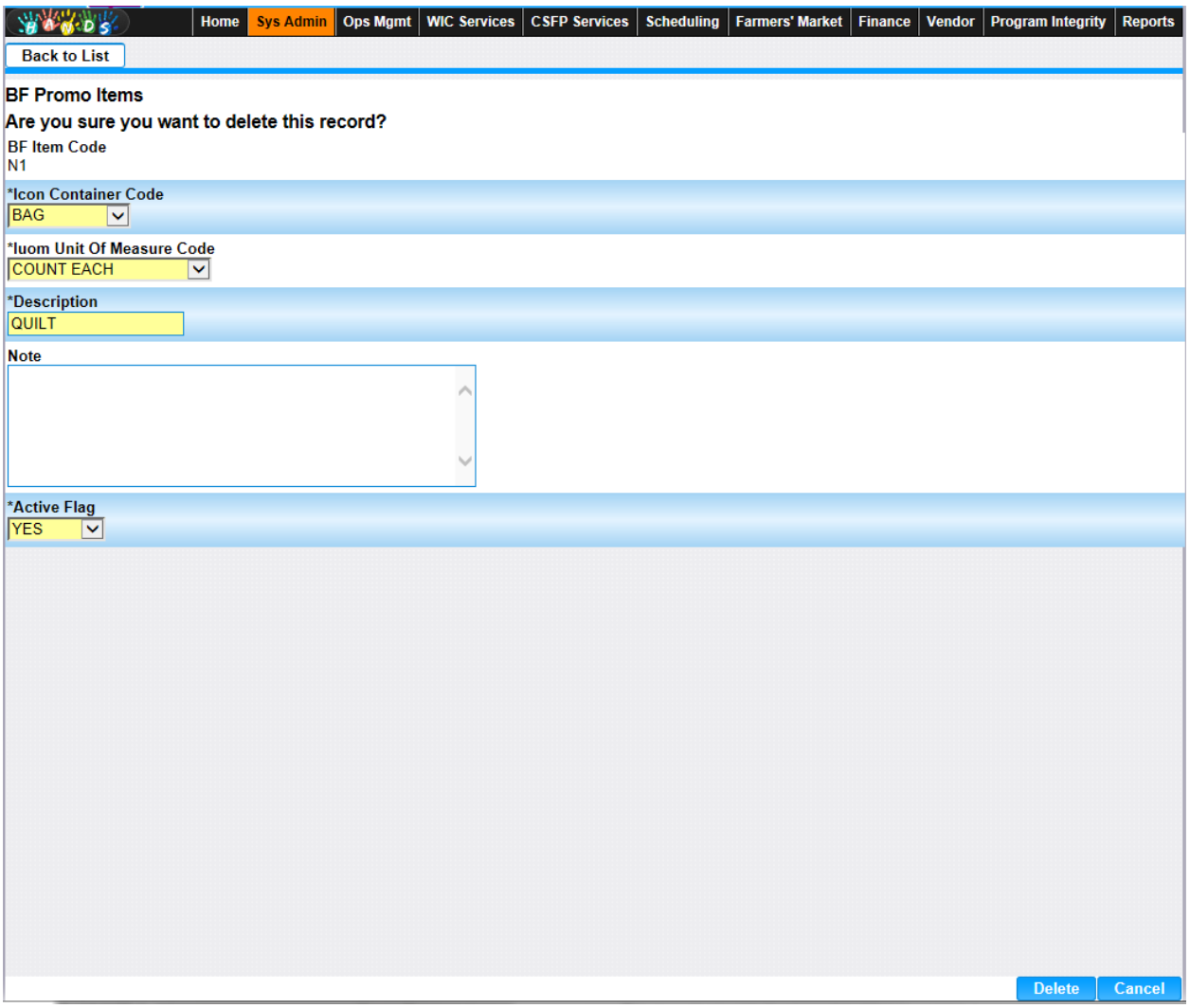


Figure 80: Delete BF Promo Items Page

27.3 Add BF Promo Items Page

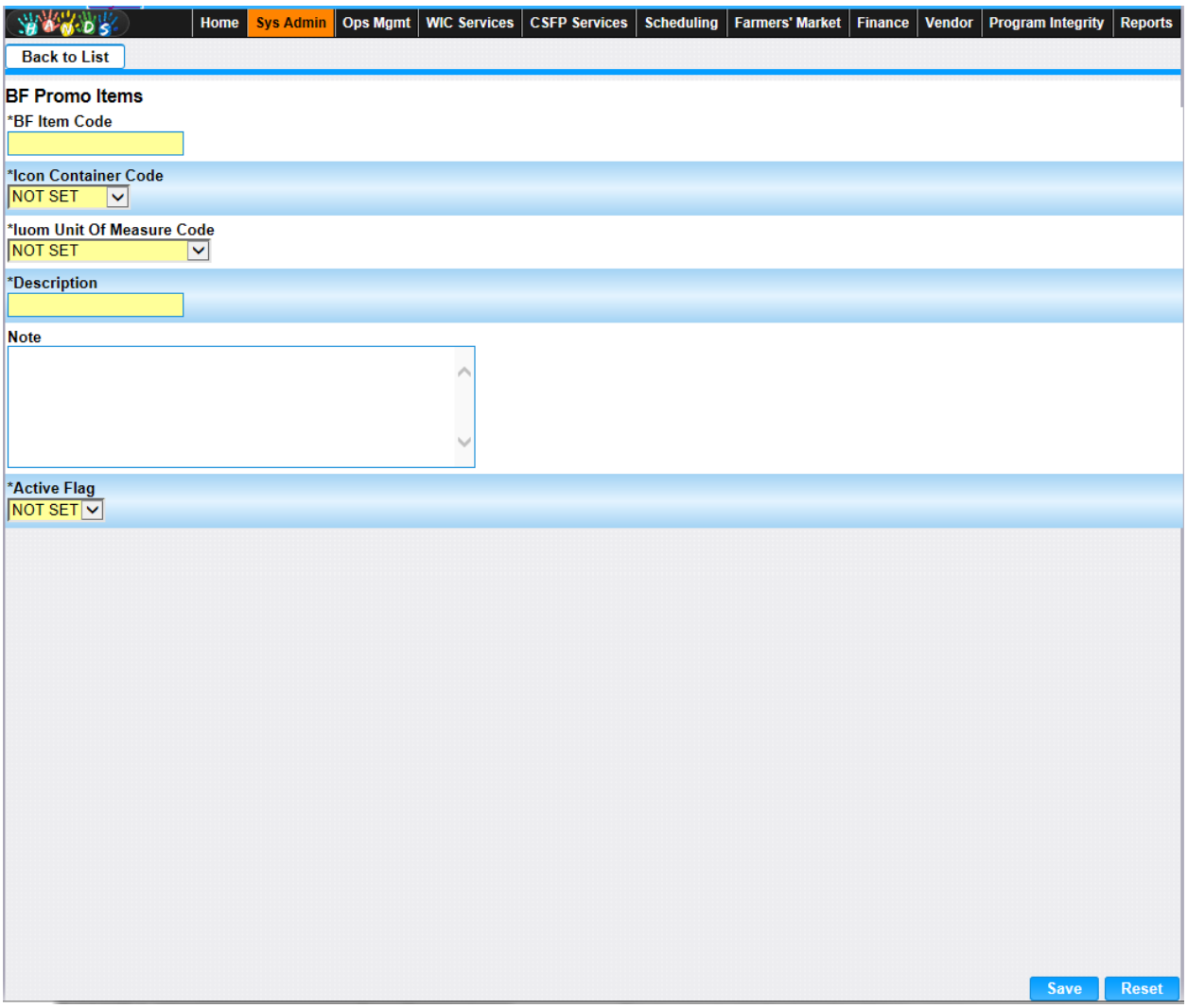


Figure 81: Add BF Promo Items Page

28 BMI ANTHROPOMETRIC

The BMI Anthropometric base table allows for the configuration of BMI classifications based on anthropometric parameters. The BMI classification is applied to clients as part of the client certification and enrollment[42] process.

Navigation Path: Sys Admin | WIC Base Tables | BMI Anthropometric

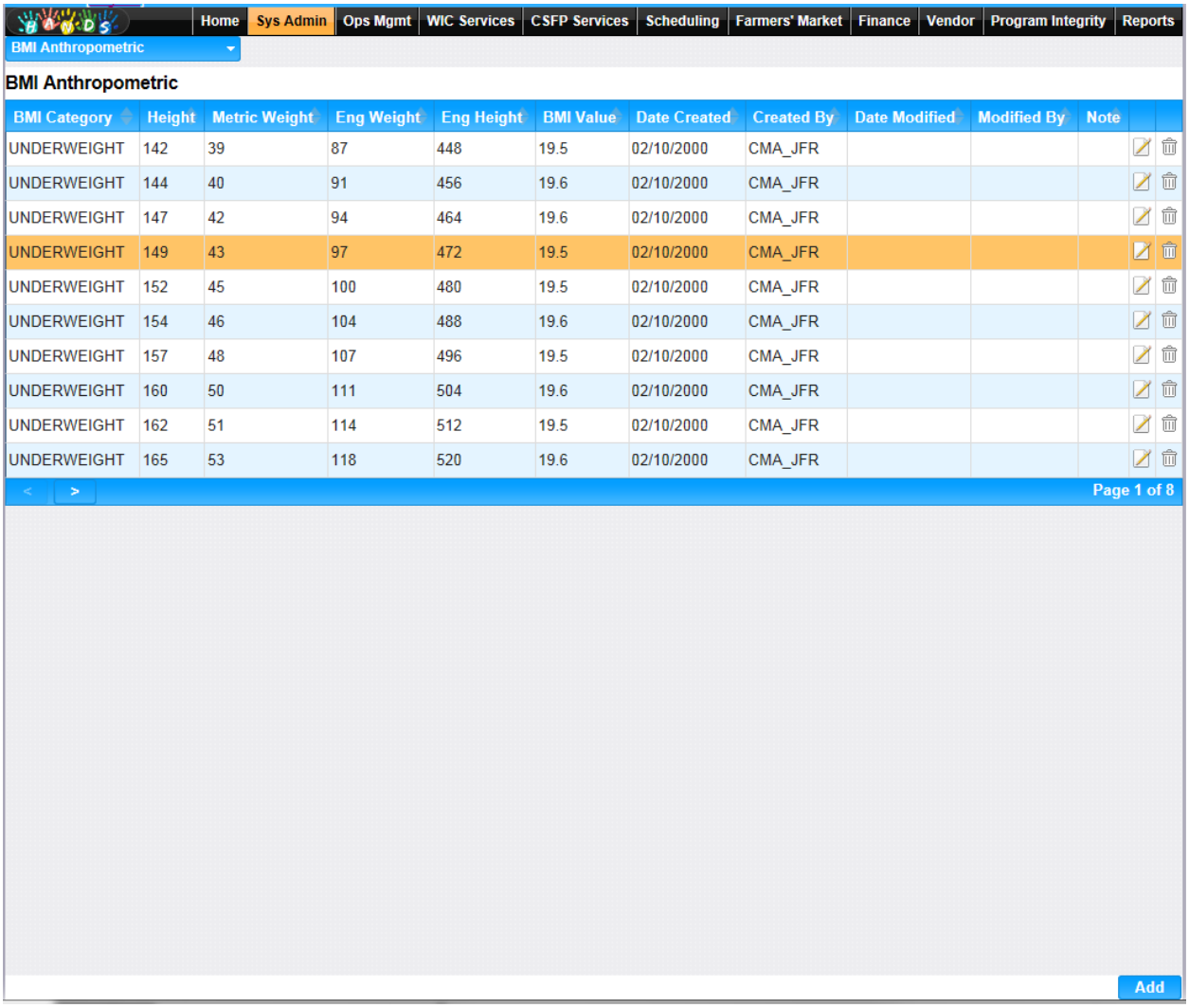


Figure 82: BMI Anthropometric

Fields:

- **BMI Category –** The BMI Category assigned to this record based on the height and weight of the client.
  Note – BMI Category values include:
  - *Normal*
  - *Obese*

[42] Refer to the "HANDS DFDD EnrollandCert" document for details.

  - *Overweight*
  - *Underweight*
- **Height –** The height of the client in Centimeters.
- **Metric Weight –** The weight of the client in Kilograms.
- **Eng Weight –** The weight of the client in Pounds.
- **Eng Height –** The height of the client in 1/8th inches.
- **BMI Value –** The Body to Mass Index calculation.
  *Note 1 - Metric BMI = [Weight in kilograms / (Height in CM * Height in CM) * 10,000*
  *Note 2 - English BMI = [Weight in pounds / (Height in inches * Height in inches) * 703*
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit BMI Anthropometric Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete BMI Anthropometric Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add BMI Anthropometric Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Eng Weight, Eng Height, and BMI Value fields.*
2. *On Add, the system validates there is a value entered in the BMI Category, Height, Metric Weight, Eng Weight, Eng Height, and BMI Value fields.*

28.1 Edit BMI Anthropometric Page

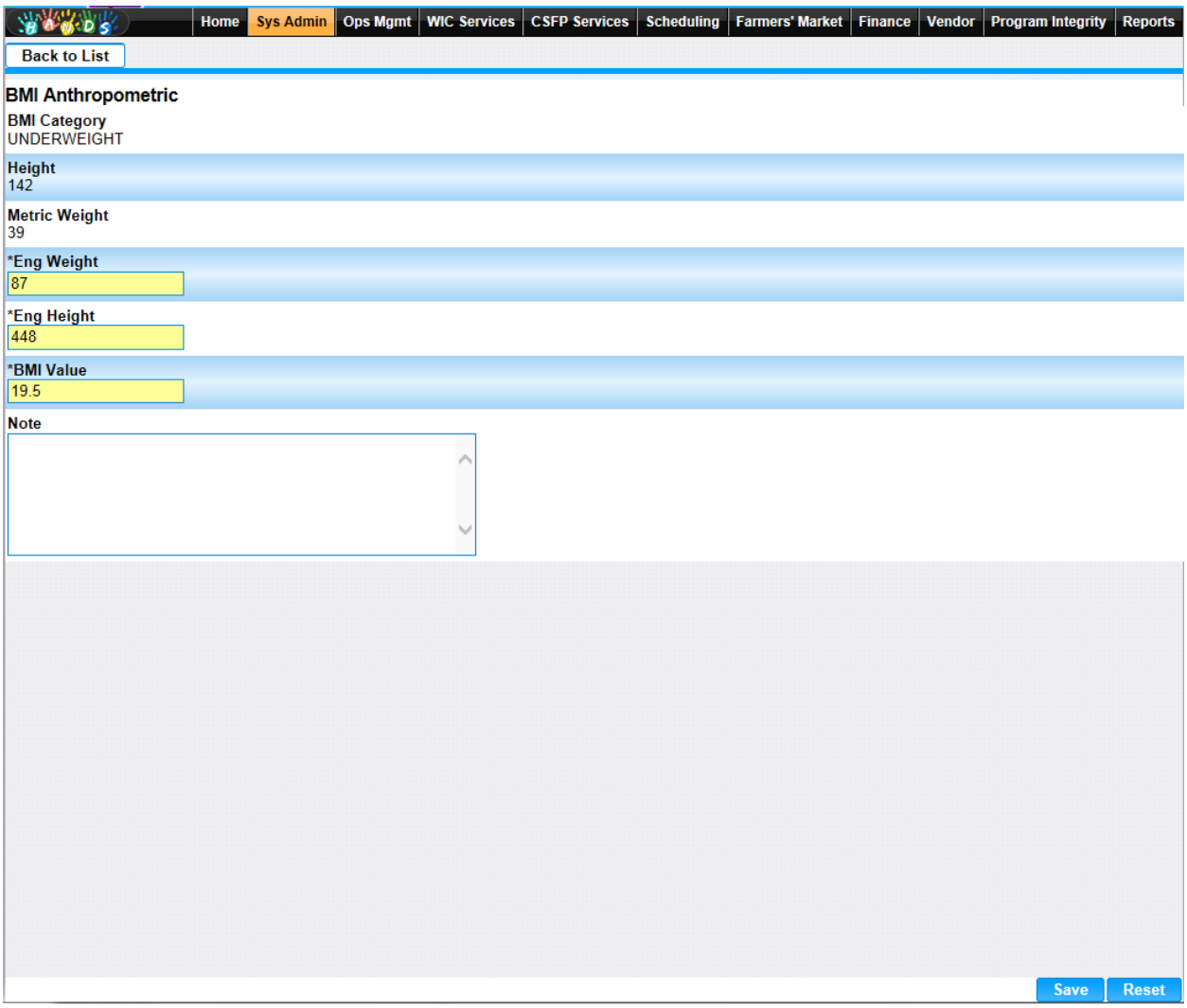


Figure 83: Edit BMI Anthropometric Page

28.2 Delete BMI Anthropometric Page

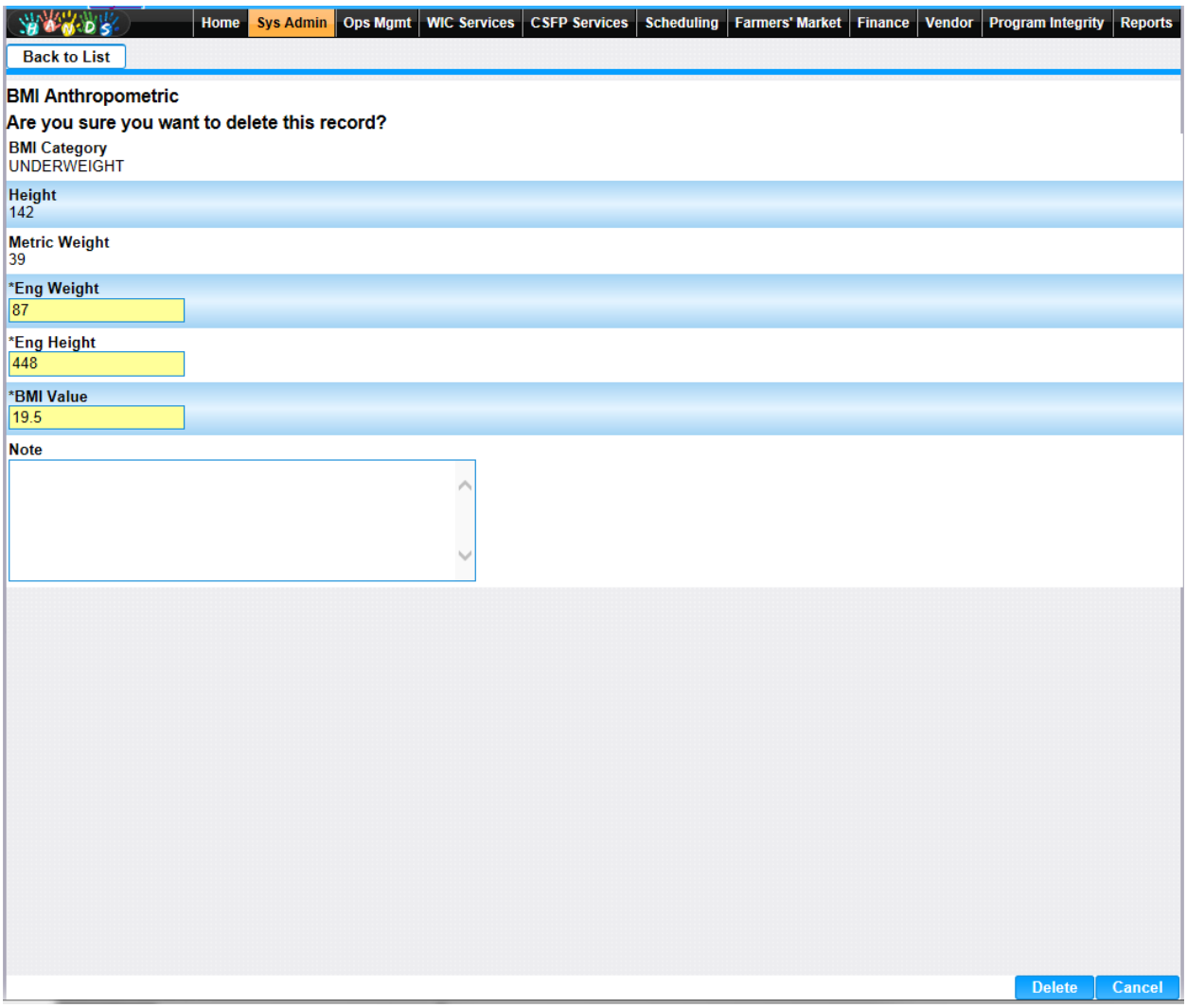


Figure 84: Delete BMI Anthropometric Page

28.3 Add BMI Anthropometric Page

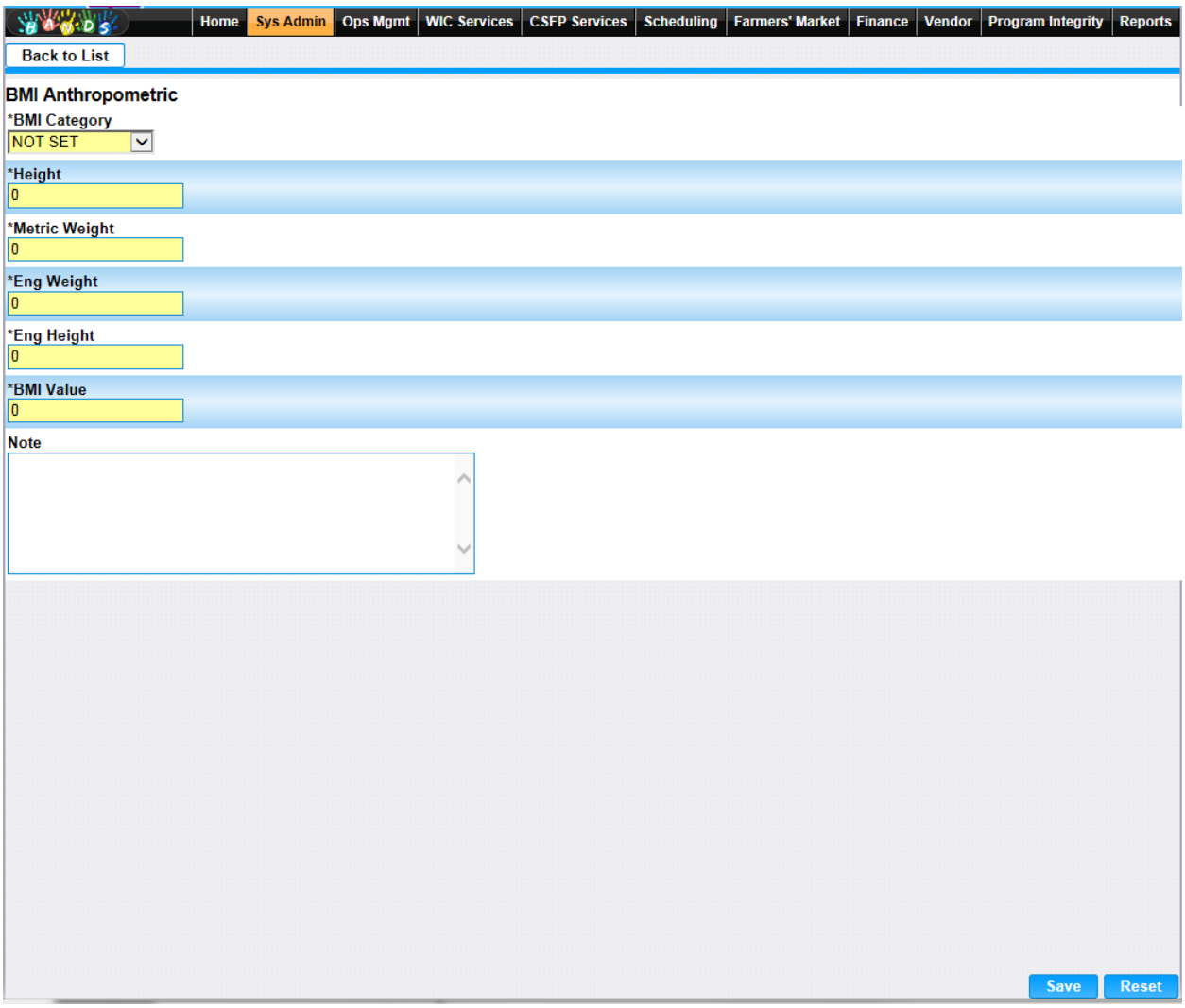


Figure 85: Add BMI Anthropometric Page

29 BP INACTIVE REASONS

The BP Inactive Reasons base table allows for the configuration of reasons why a breast pump has been inactive.

Navigation Path: Sys Admin | WIC Base Tables | BP Inactive Reasons

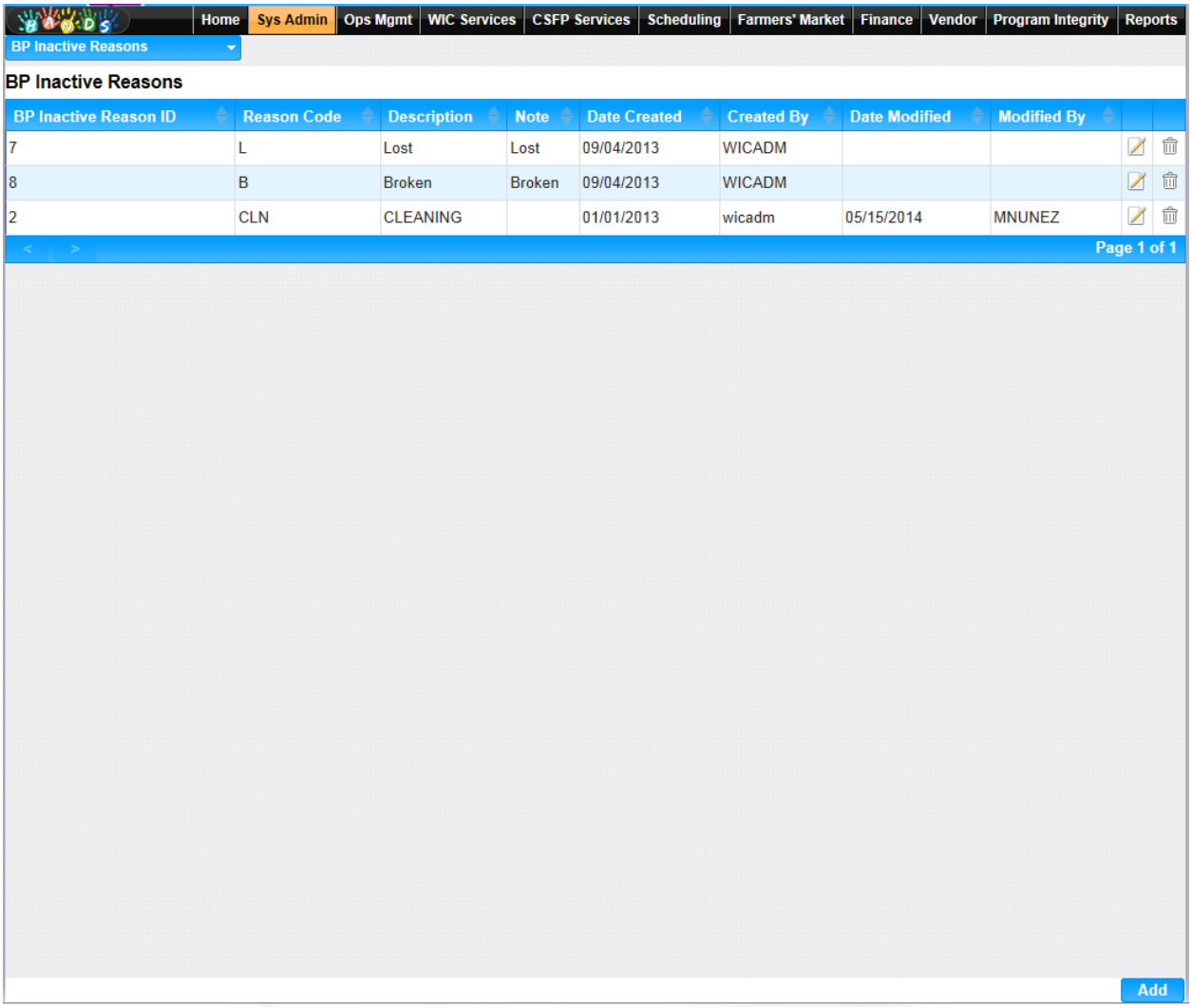


Figure 86: BP Inactive Reasons

Fields:

- **BP Inactive Reasons ID –** A user defined string with a maximum value of 3 characters used to uniquely identify the breast pump inactivity reason within HANDS.
- **Reason Code –** A user defined string with a maximum value of 3 characters used to identify a breast pump inactivity reason with a code value.
- **Description –** A verbose description of the breast pump inactivity reason.
- **Note –** A free text field used for storing notes specific to the record.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit BP Inactive Reasons Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete BP Inactive Reasons Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add BP Inactive Reasons Page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates there is a value entered in the Reason Code and Description fields.*

29.1 Edit BP Inactive Reasons Page

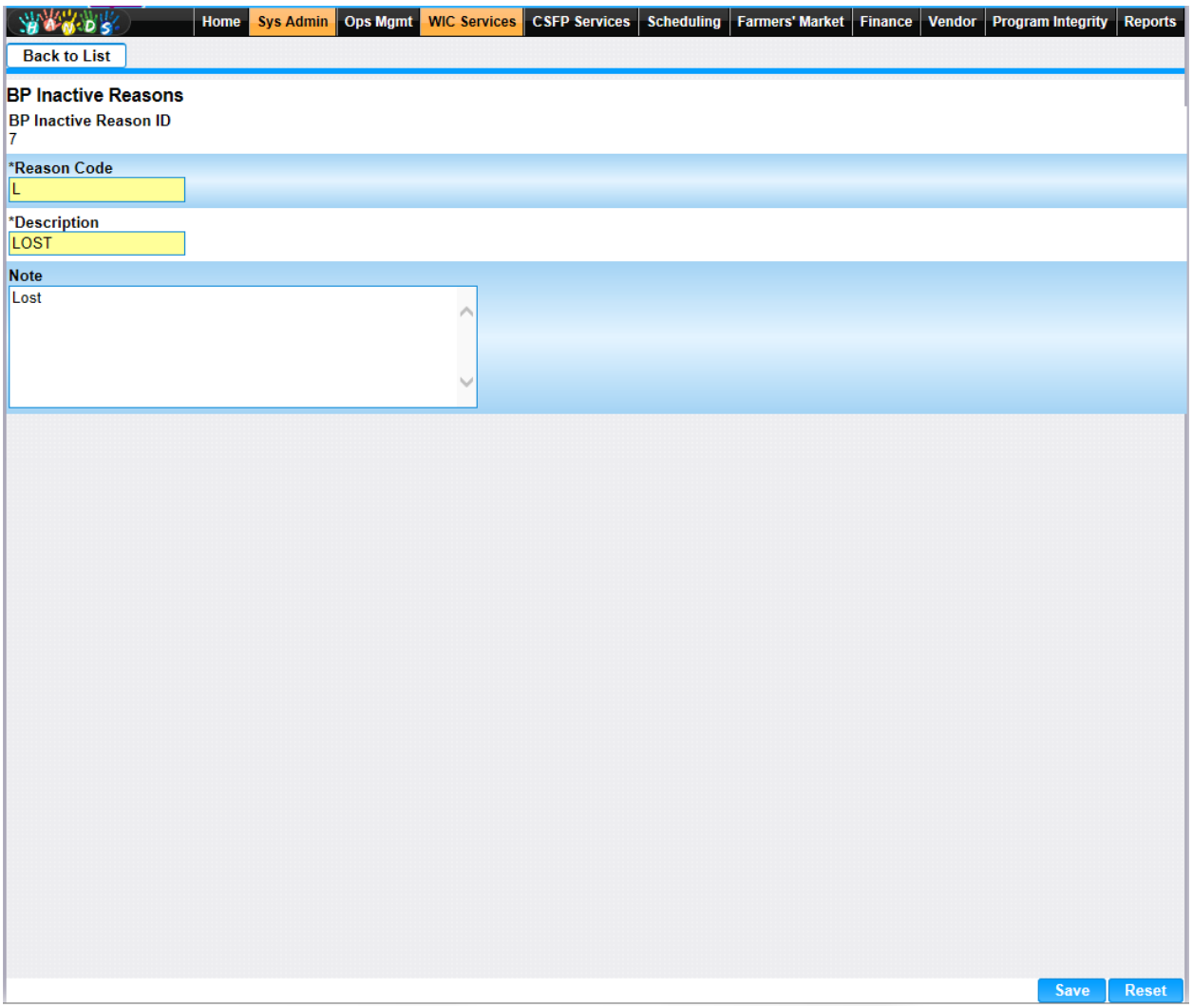


Figure 87: Edit BP Inactive Reasons Page

29.2 Delete BP Inactive Reasons Page

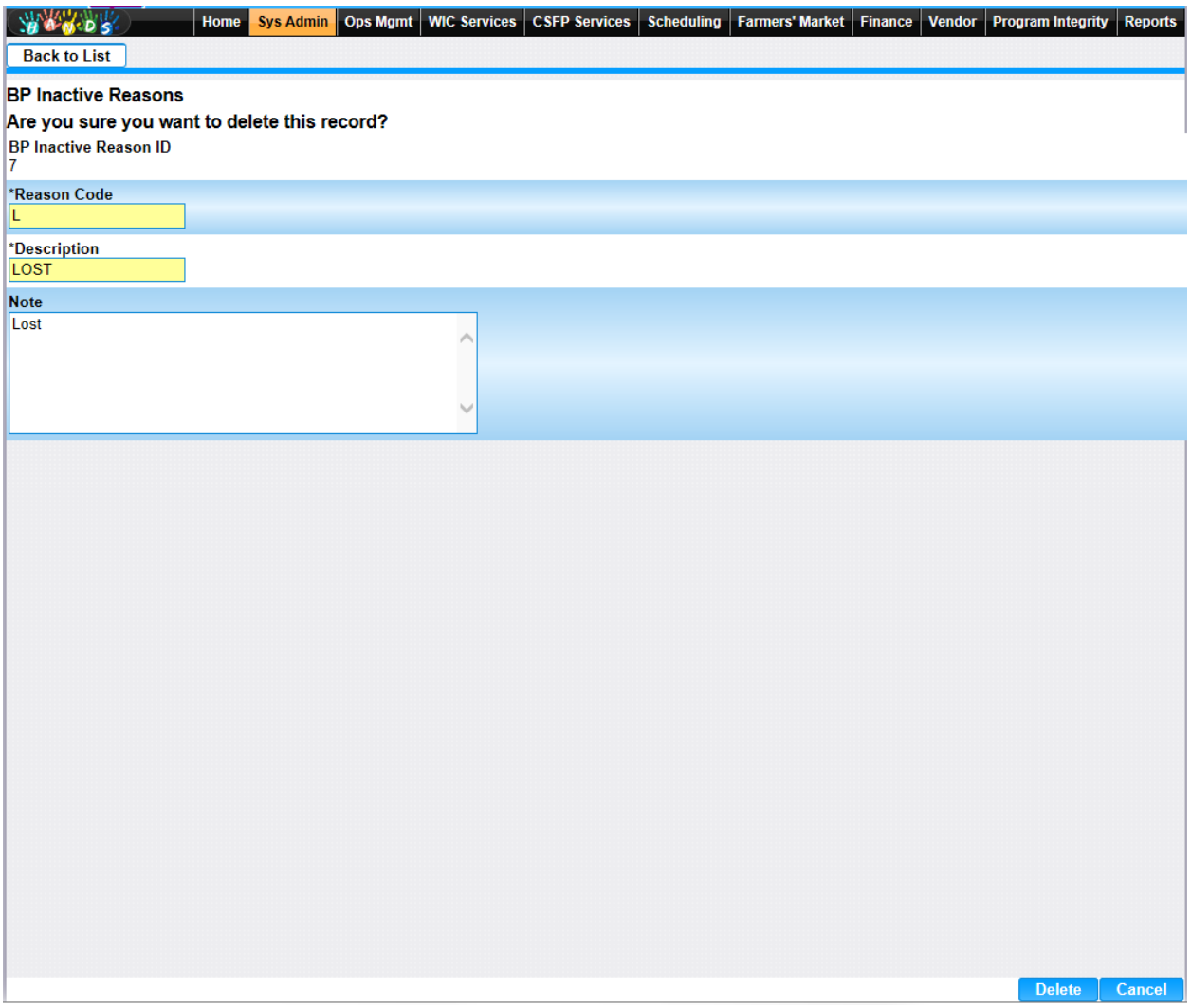


Figure 88: Delete BP Inactive Reasons Page

29.3 Add BP Inactive Reasons Page

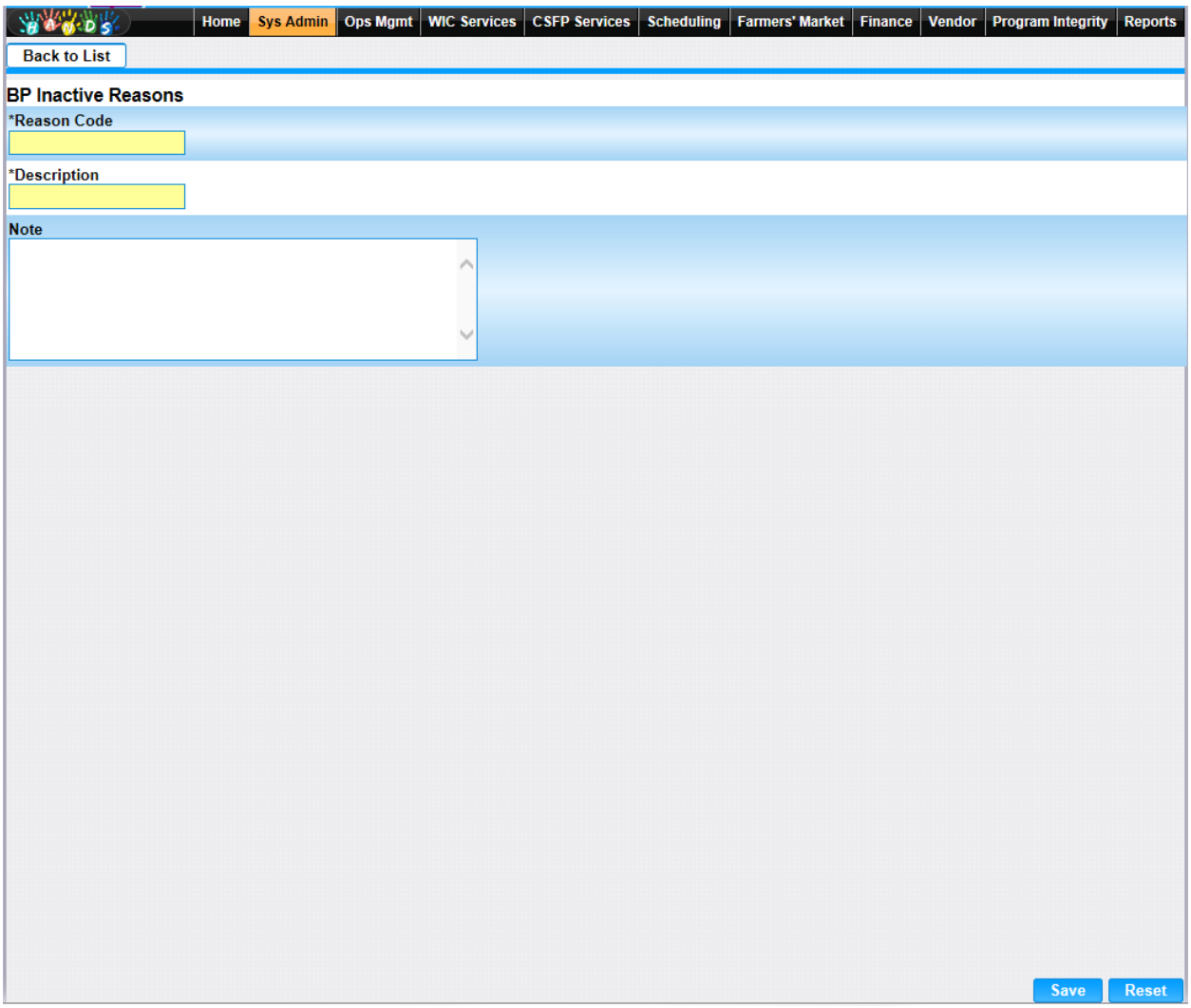


Figure 89: Add BP Inactive Reasons Page

30 BP STATUSES

The BP Statuses base table allows for the configuration of breast pump statuses.

Navigation Path: Sys Admin | WIC Base Tables | BP Statuses

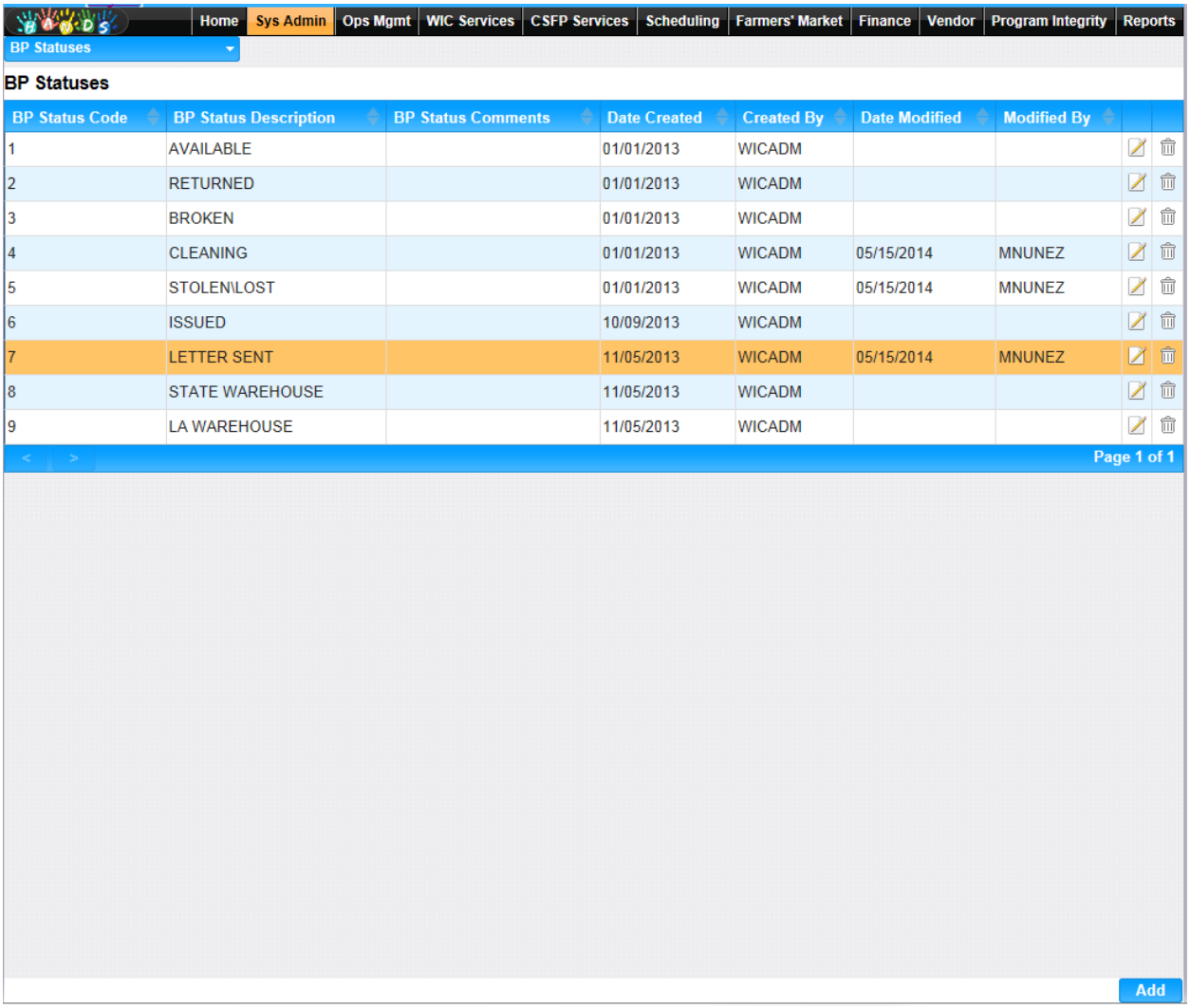


Figure 90: BP Statuses

Fields:

- **BP Status Code –** A user defined string with a maximum value of 3 characters used to identify a breast pump status with a code value.
- **BP Status Description –** A verbose description of the of a breast pump status.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Statuses Page pre-populated with the details of the record for editing.

- **(Delete Icon) –** When selected navigation will switch to the Delete Statuses Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Statuses Page.

Calculation(s): None

Background Processes:

1. *On Add, the system validates there is a value in the BP Status Code field.*

30.1 Edit Statuses Page

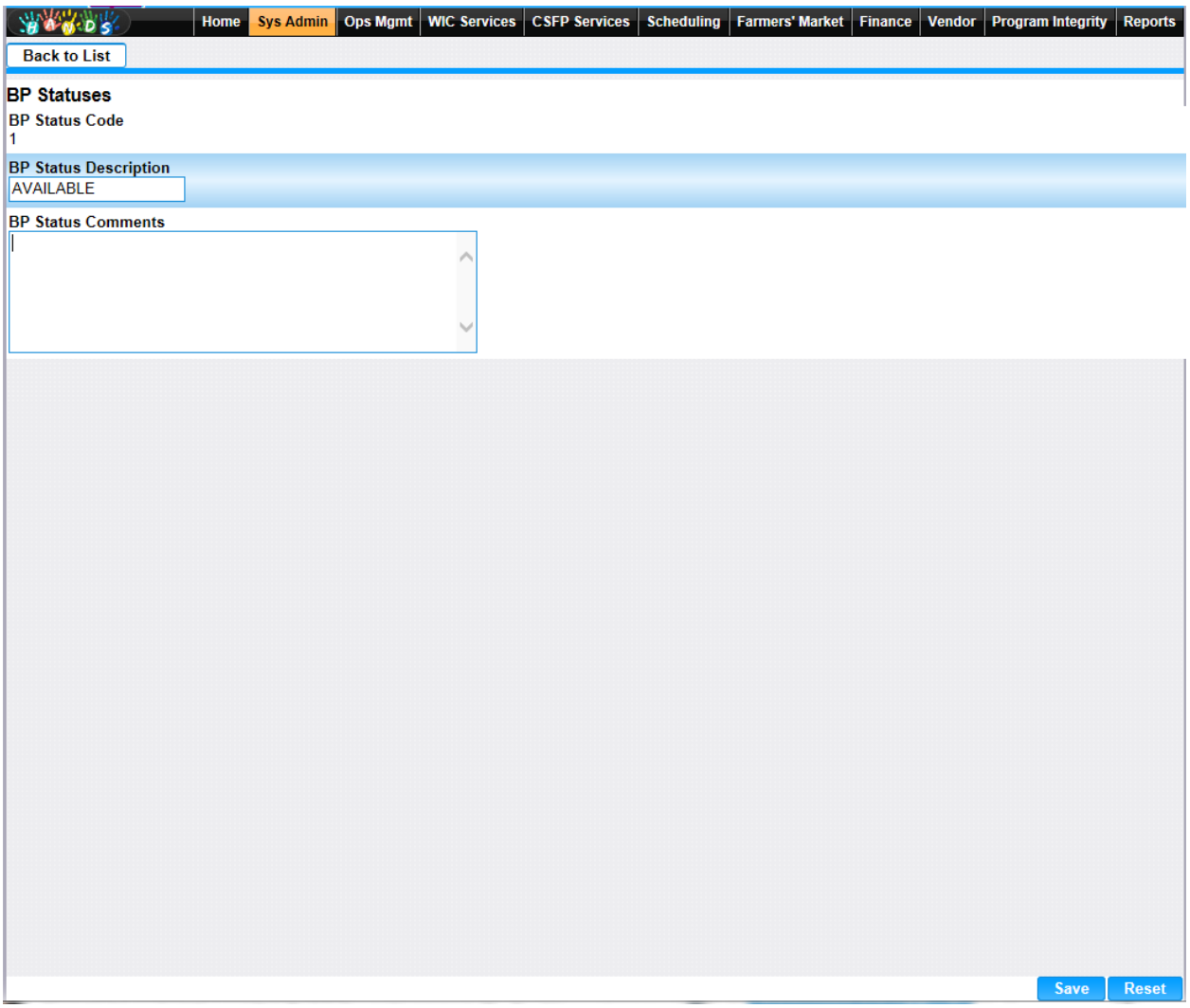


Figure 91: Edit BP Statuses Page

30.2 Delete Statuses Page

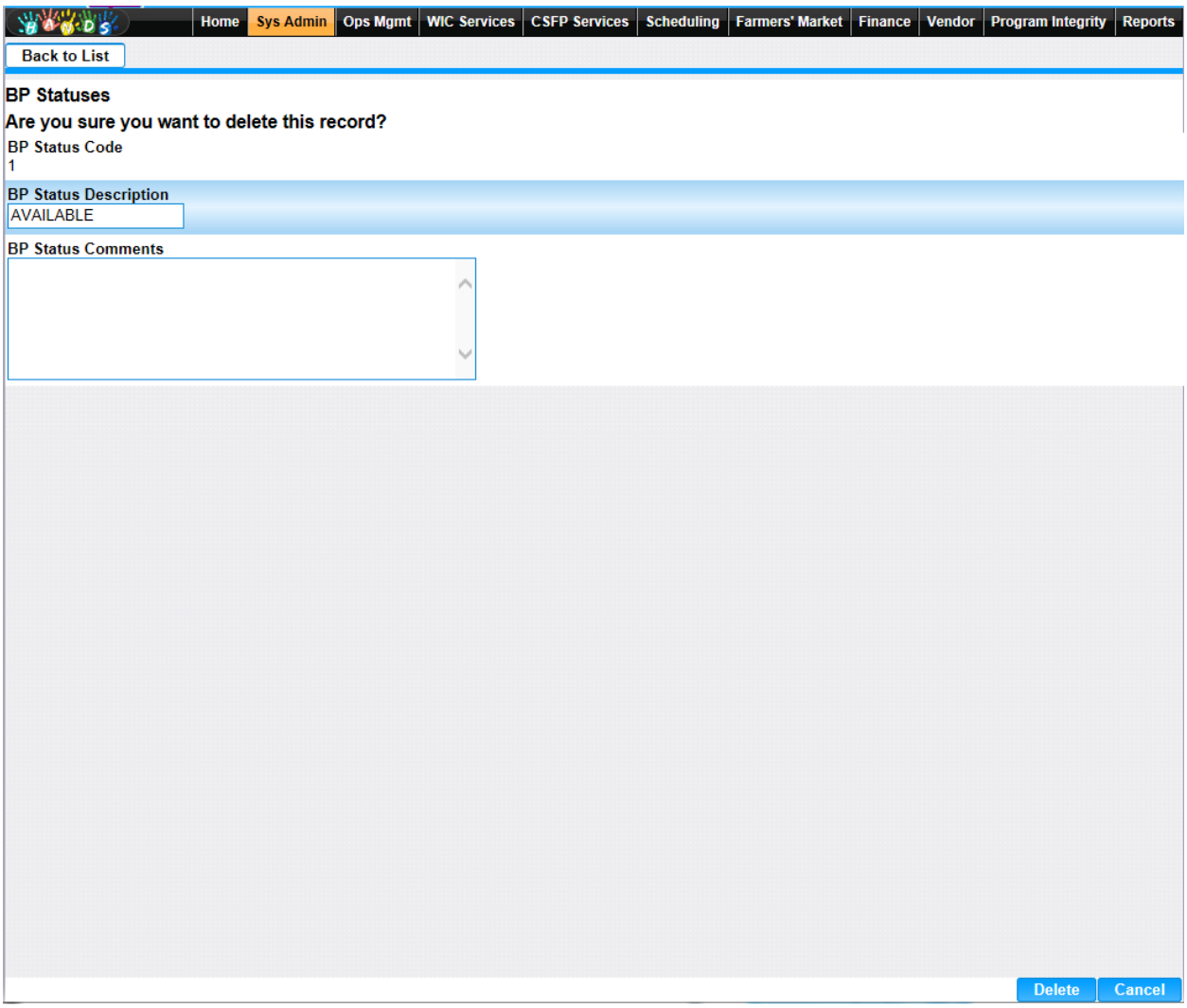


Figure 92: Delete BP Statuses Page

30.3 Add Statuses Page

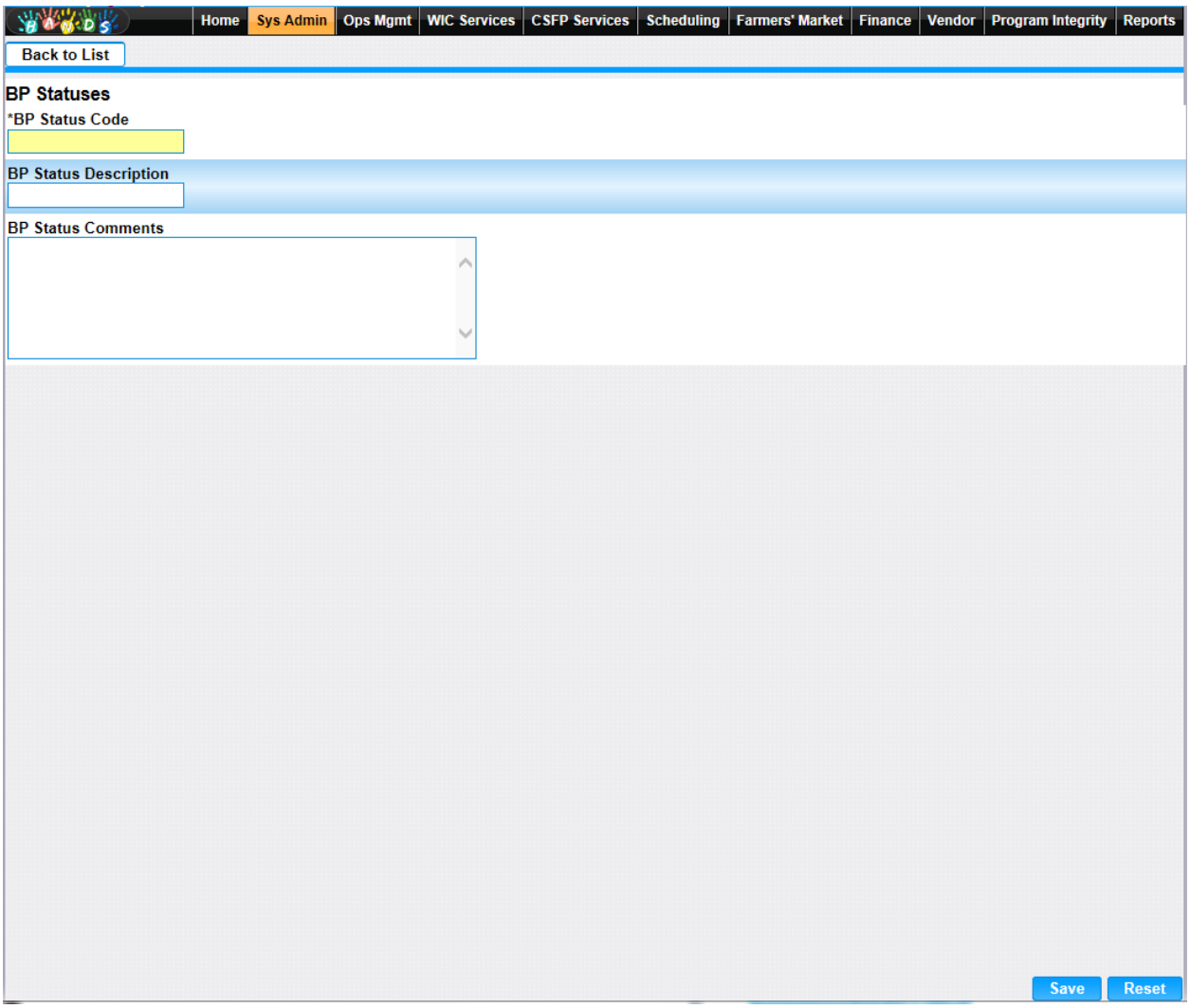


Figure 93: Add BP Statuses Page

31 BREAST PUMP TYPES

The Breast Pump Types base table allows for the configuration of breast pump types.

Navigation Path: Sys Admin | WIC Base Tables | Breast Pump Types

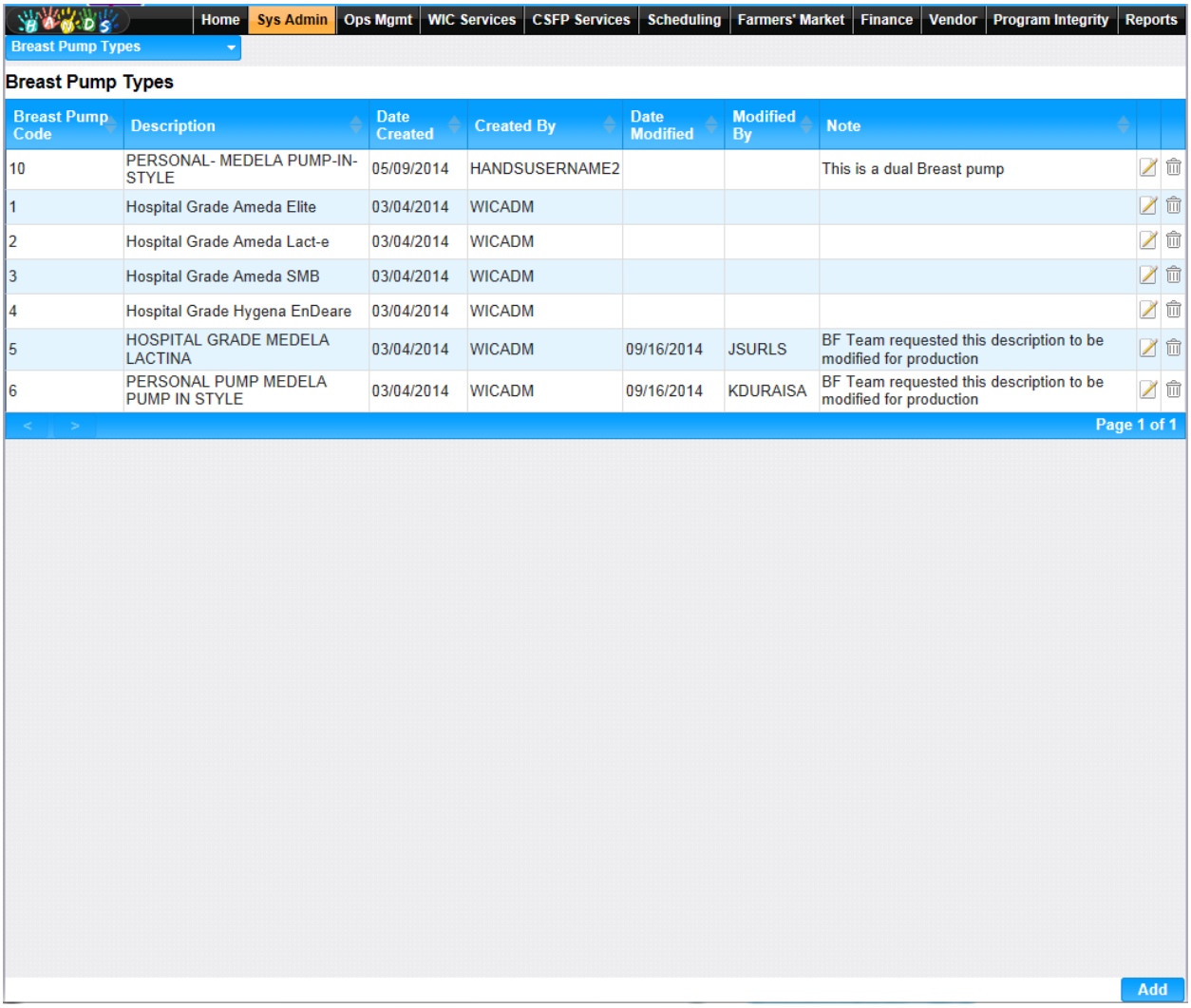


Figure 94: Breast Pump Types

Fields:

- **BP Status Code –** A user defined string with a maximum value of 3 characters used to identify a breast pump type with a code value.
- **BP Status Description –** A verbose description of the breast pump status.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Breast Pump Types Page pre-populated with the details of the record for editing.

- **(Delete Icon) –** When selected navigation will switch to the Delete Breast Pump Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Breast Pump Types Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the Breast Pump Code and Description fields.*

31.1 Edit Breast Pump Types Page

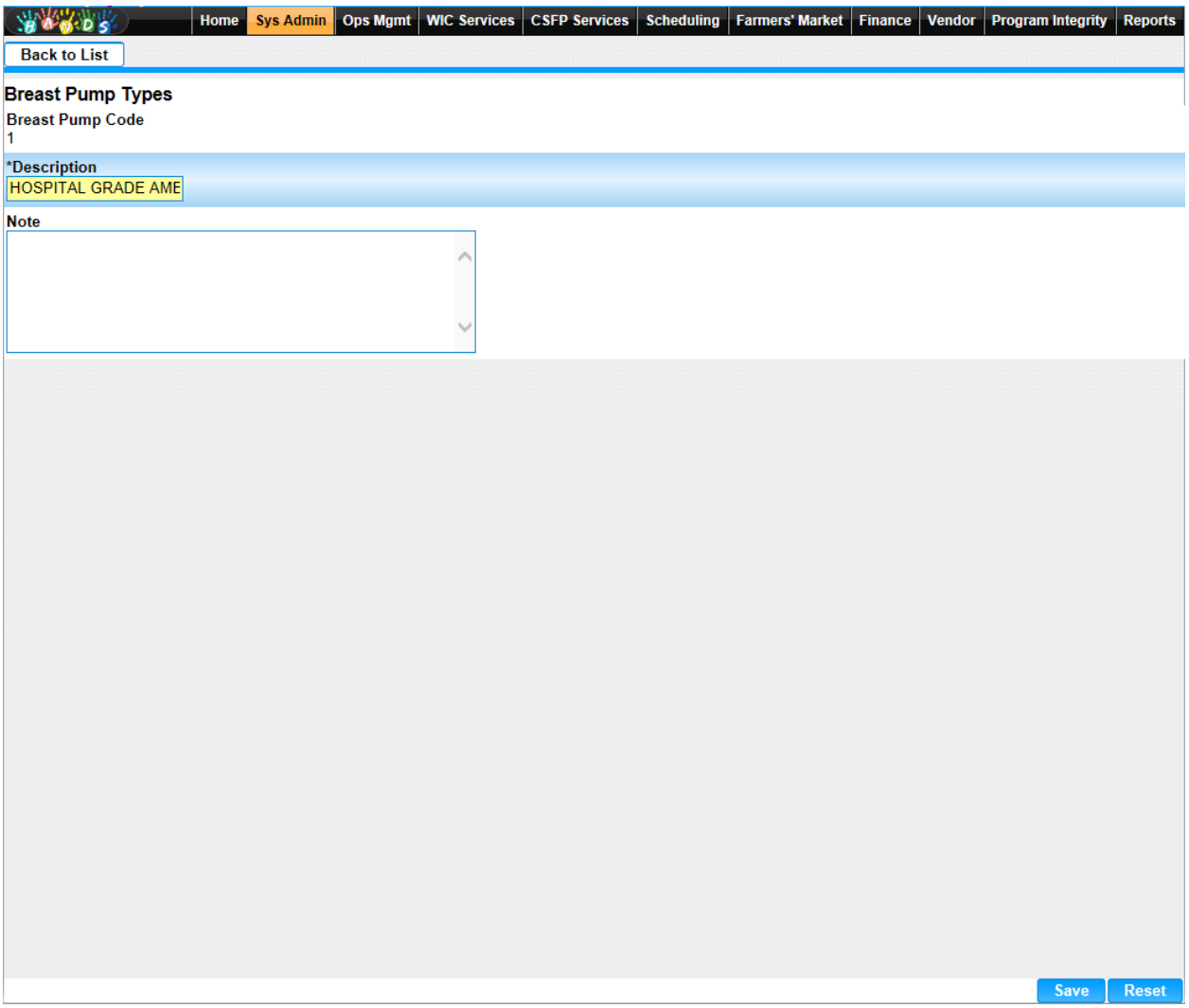


Figure 95: Edit Breast Pumps Types Page

31.2 Delete Breast Pump Types Page

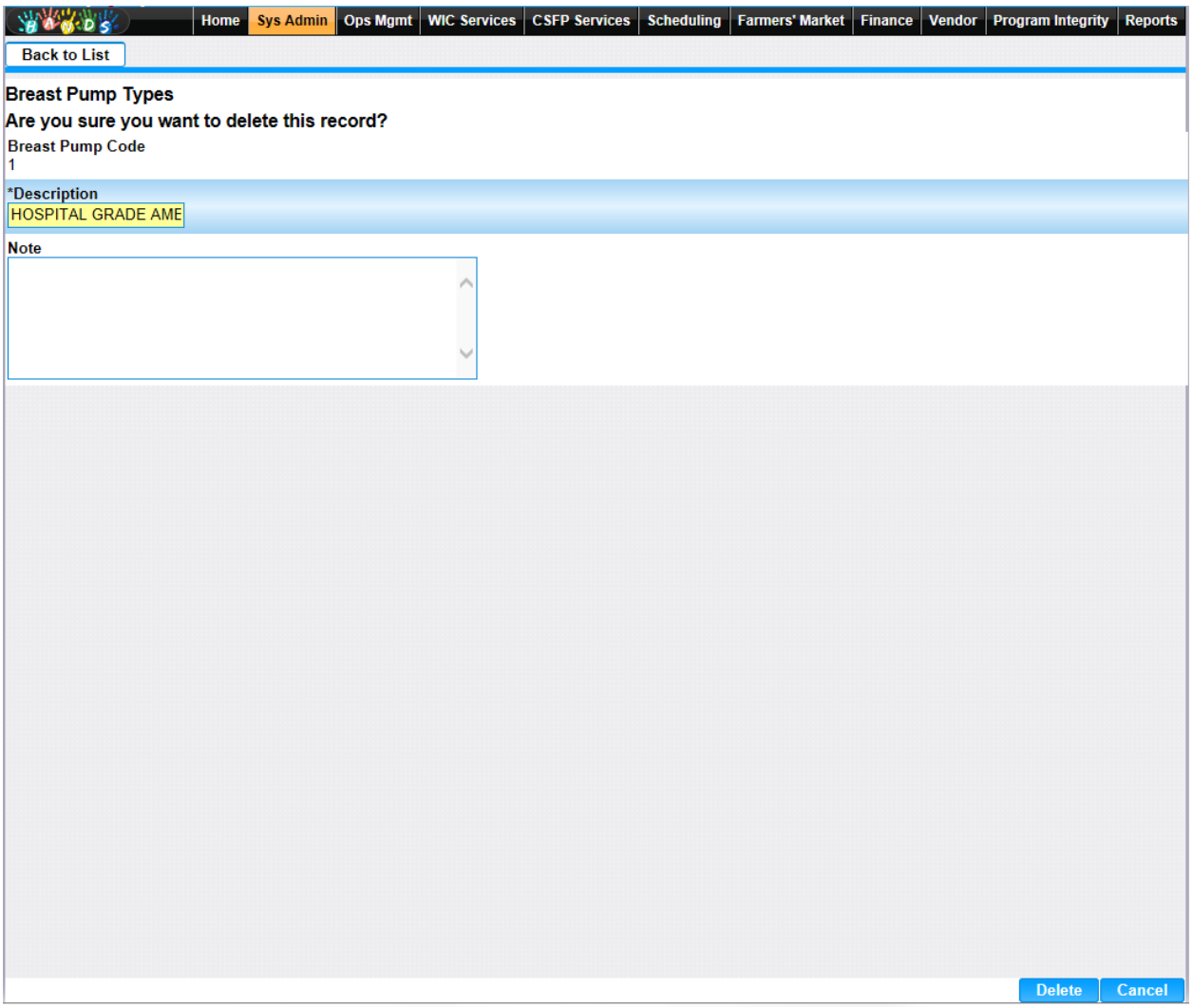


Figure 96: Delete Breast Pumps Types Page

31.3 Add Breast Pump Types Page

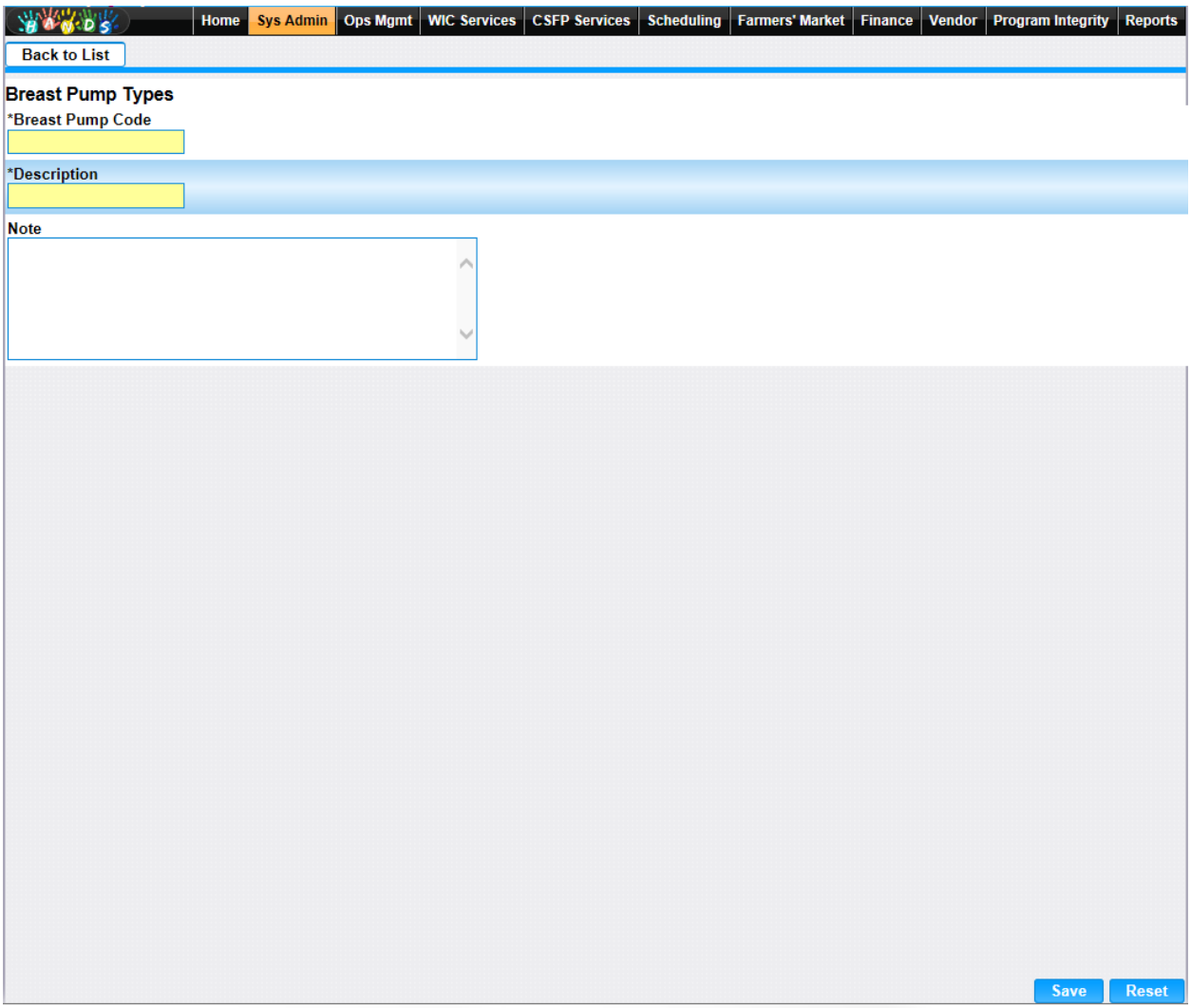


Figure 97: Add Breast Pumps Types Page

32 GROUPS

The Groups base table allows for the configuration of assessment groups.

Navigation Path: Sys Admin | WIC Base Tables | Groups

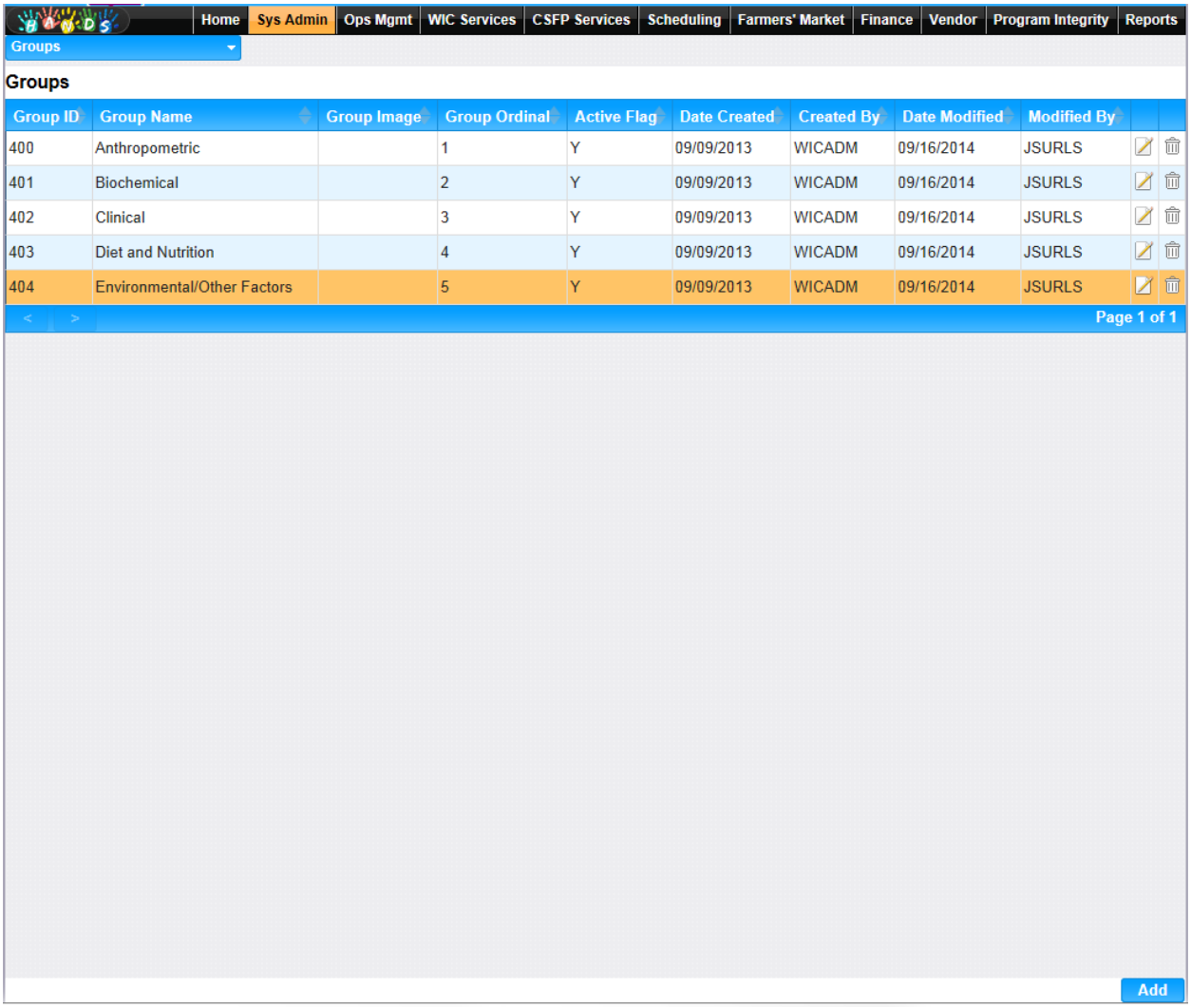


Figure 98: Groups

Fields:

- **Group ID –** A system generated ID used to uniquely identify the assessment group within HANDS.
- **Group Name –** A verbose description of the assessment group.
- **Group Image –** An image can be loaded in this field to display on the Assessment page.
- **Group Ordinal –** The order this assessment group will appear within the Asses tab of the Certification and Enrollment[43] module.
- **Active Flag –** A Yes/No indicator of if the assessment group is active.

[43] Refer to the "HANDS DFDD EnrollandCert" document for details.

- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Groups Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Groups Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Groups Page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates there is a value entered in the Group Name, Group Ordinal, and Active Flag fields.*

32.1 Edit Groups Page

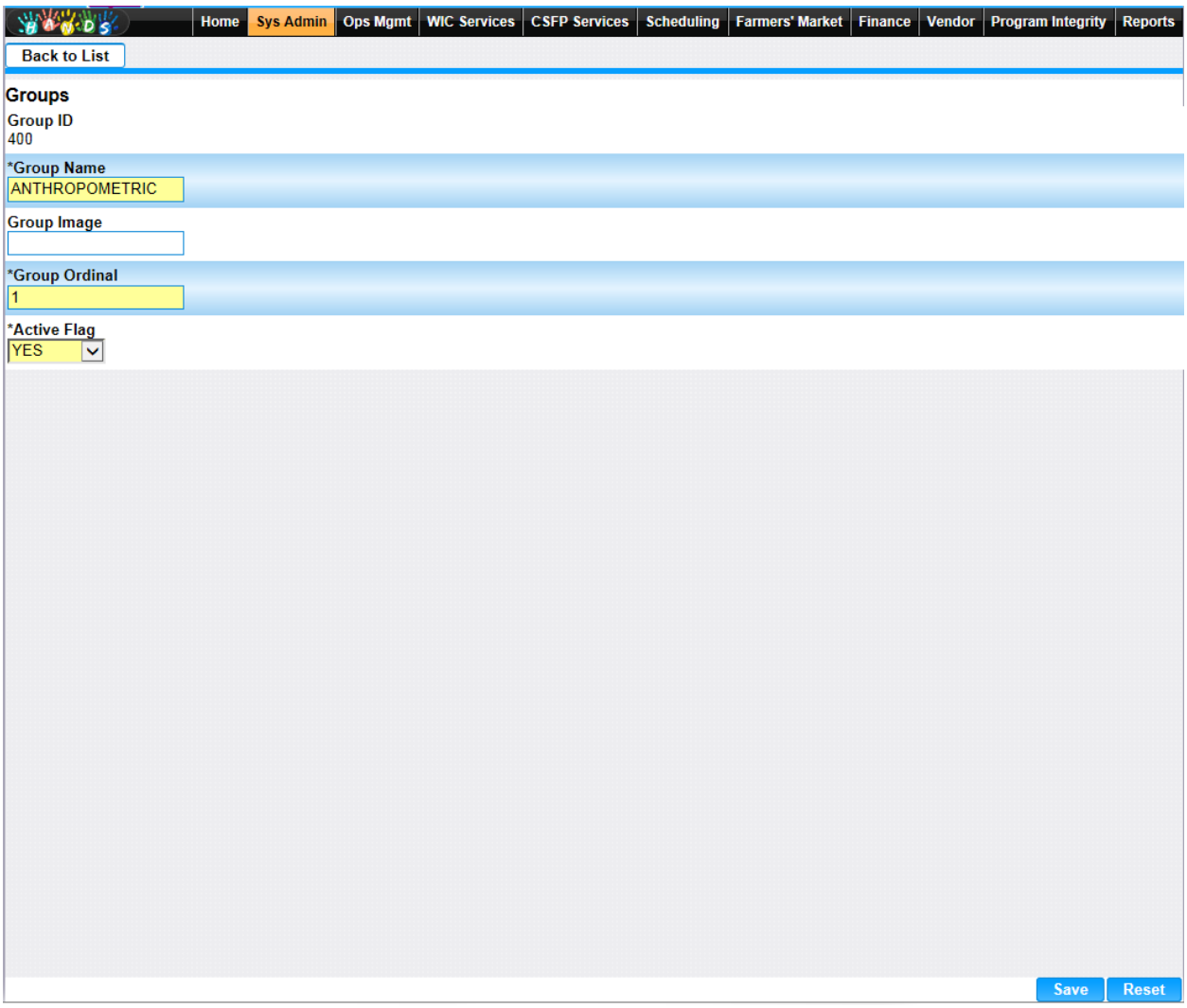


Figure 99: Edit Groups Page

32.2 Delete Groups Page

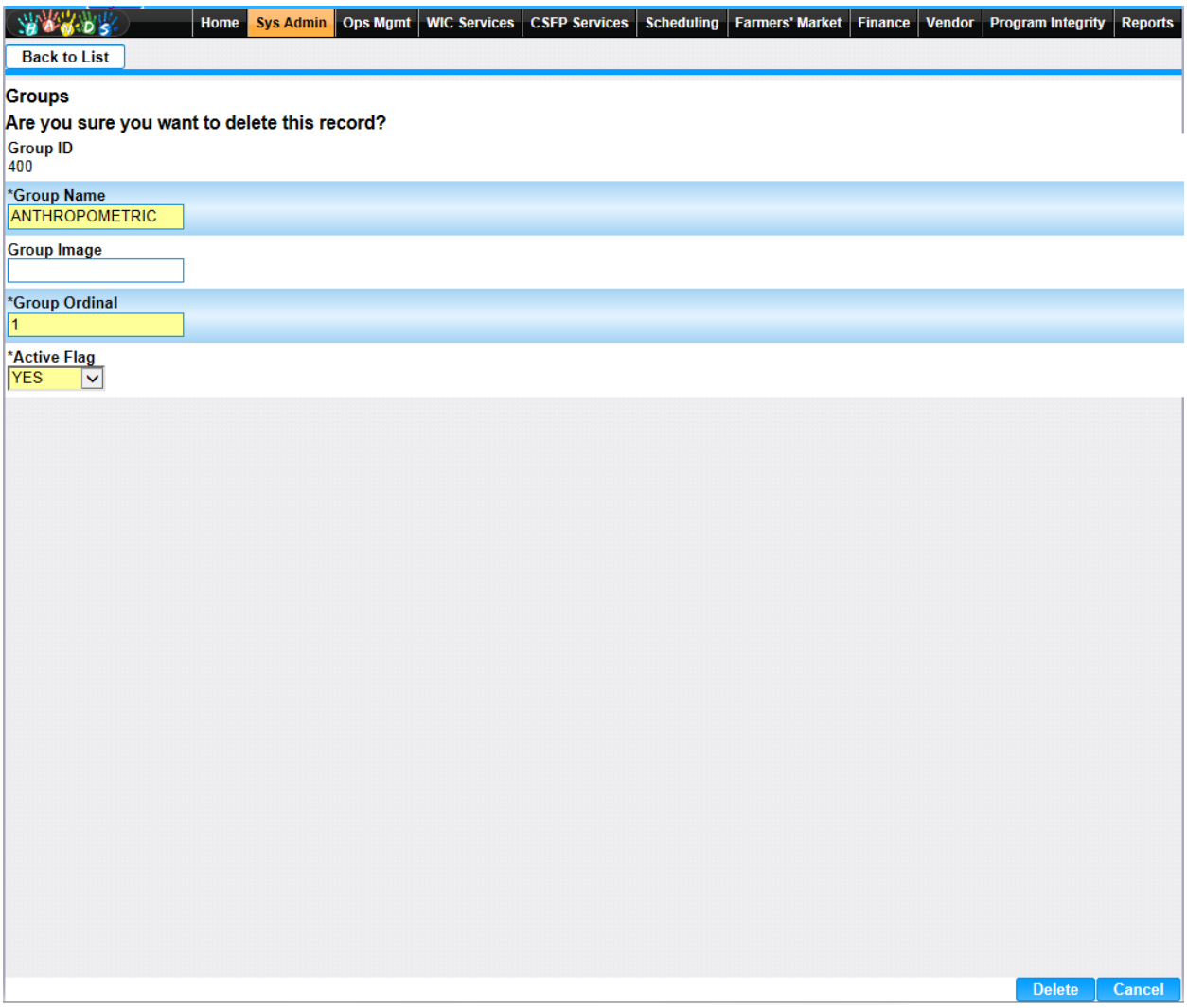


Figure 100: Delete Groups Page

32.3 Add Groups Page

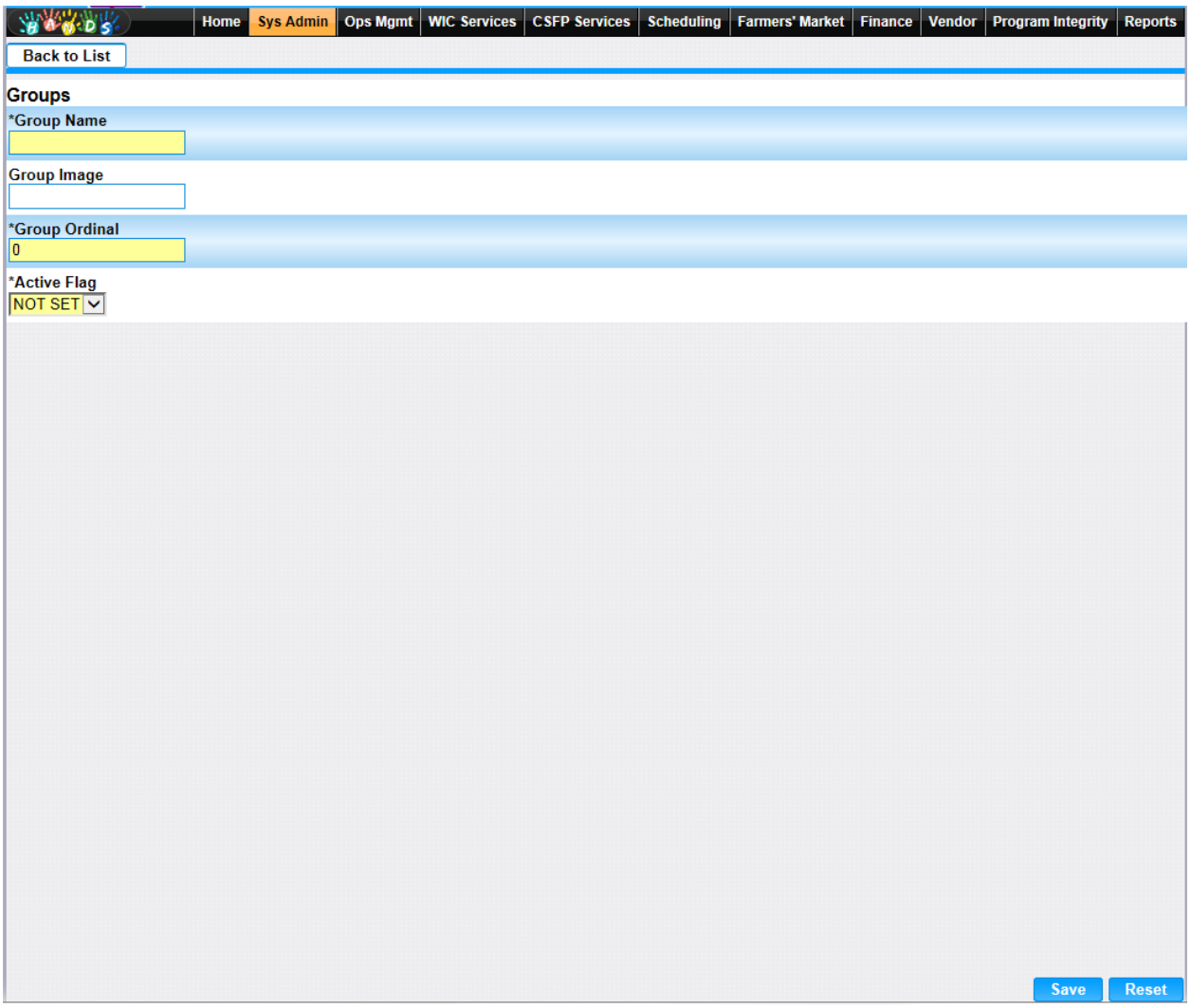


Figure 101: Add Groups Page

33 HC PAYEES

The HC Payees base table allows for the configuration of health care payees.

Navigation Path: Sys Admin | WIC Base Tables | HC Payees

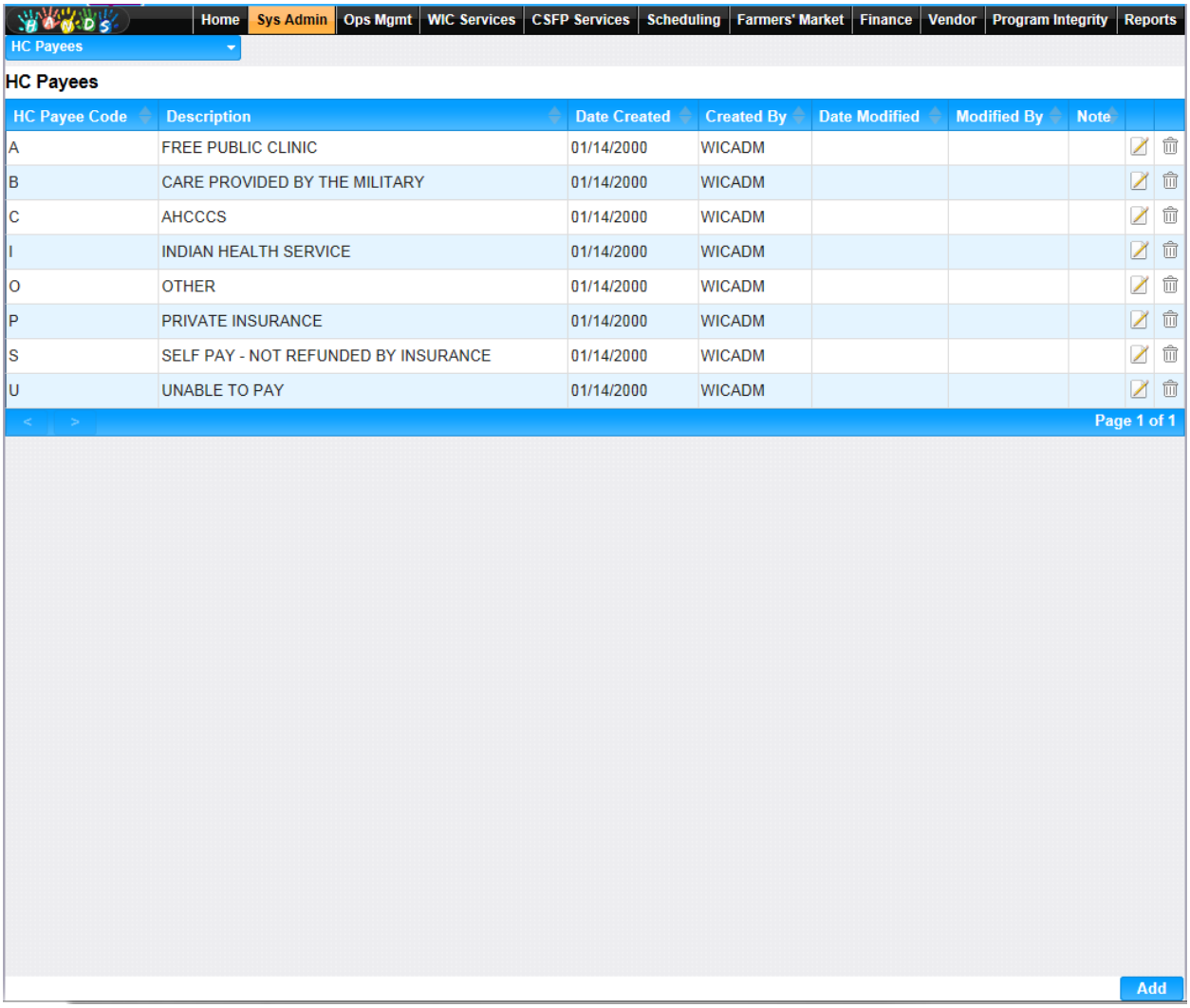


Figure 102: HC Payees

Fields:

- **HC Payee Code –** A user defined string with a maximum value of 3 characters used to identify a health cared payee type with a code value.
- **Description –** A verbose description of the health care payee.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit HC Payees Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete HC Payees Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add HC Payees Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the HC Payee Code and Description fields.*

33.1 Edit HC Payees Page

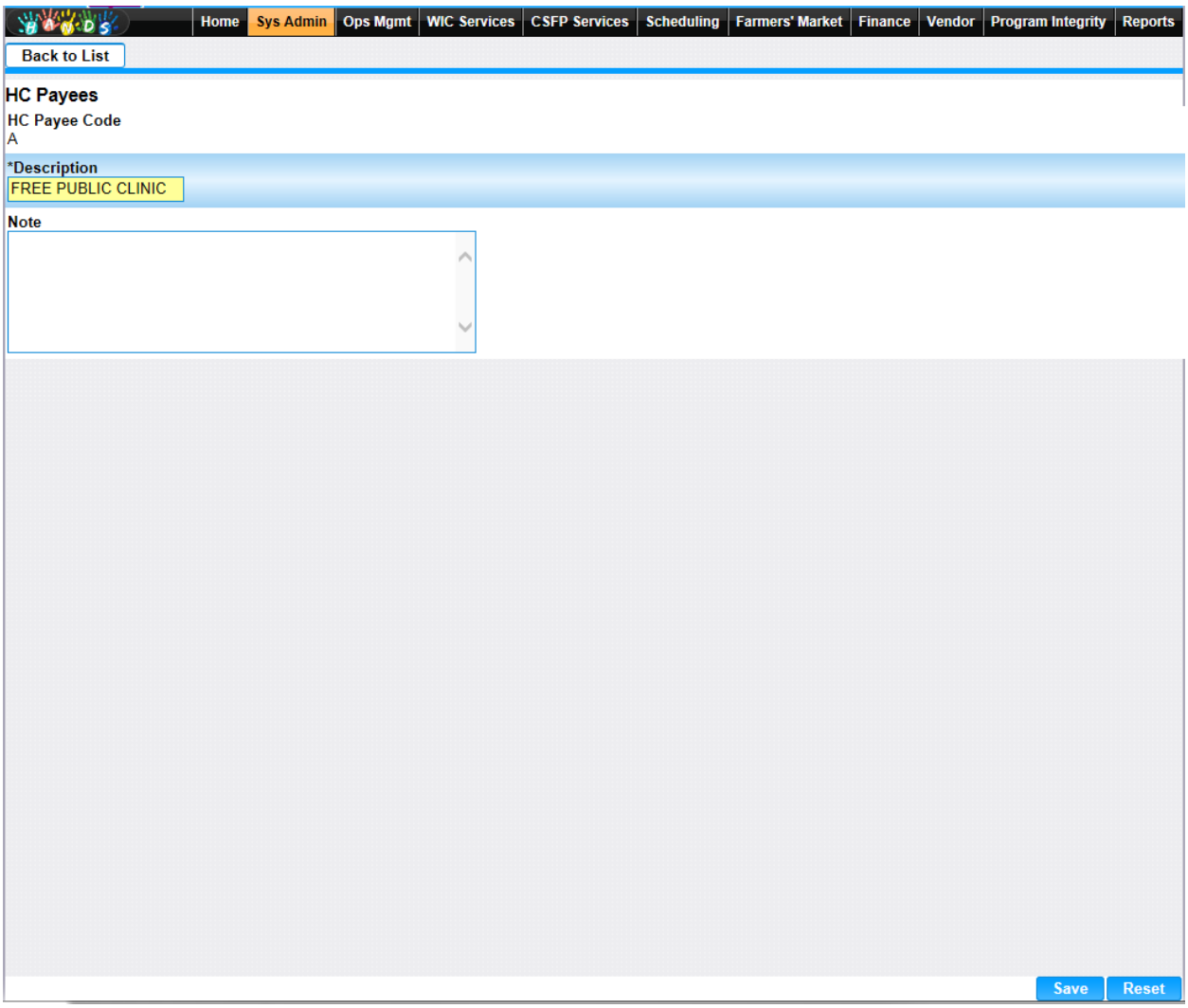


Figure 103: Edit HC Payees Page

33.2 Delete HC Payees Page

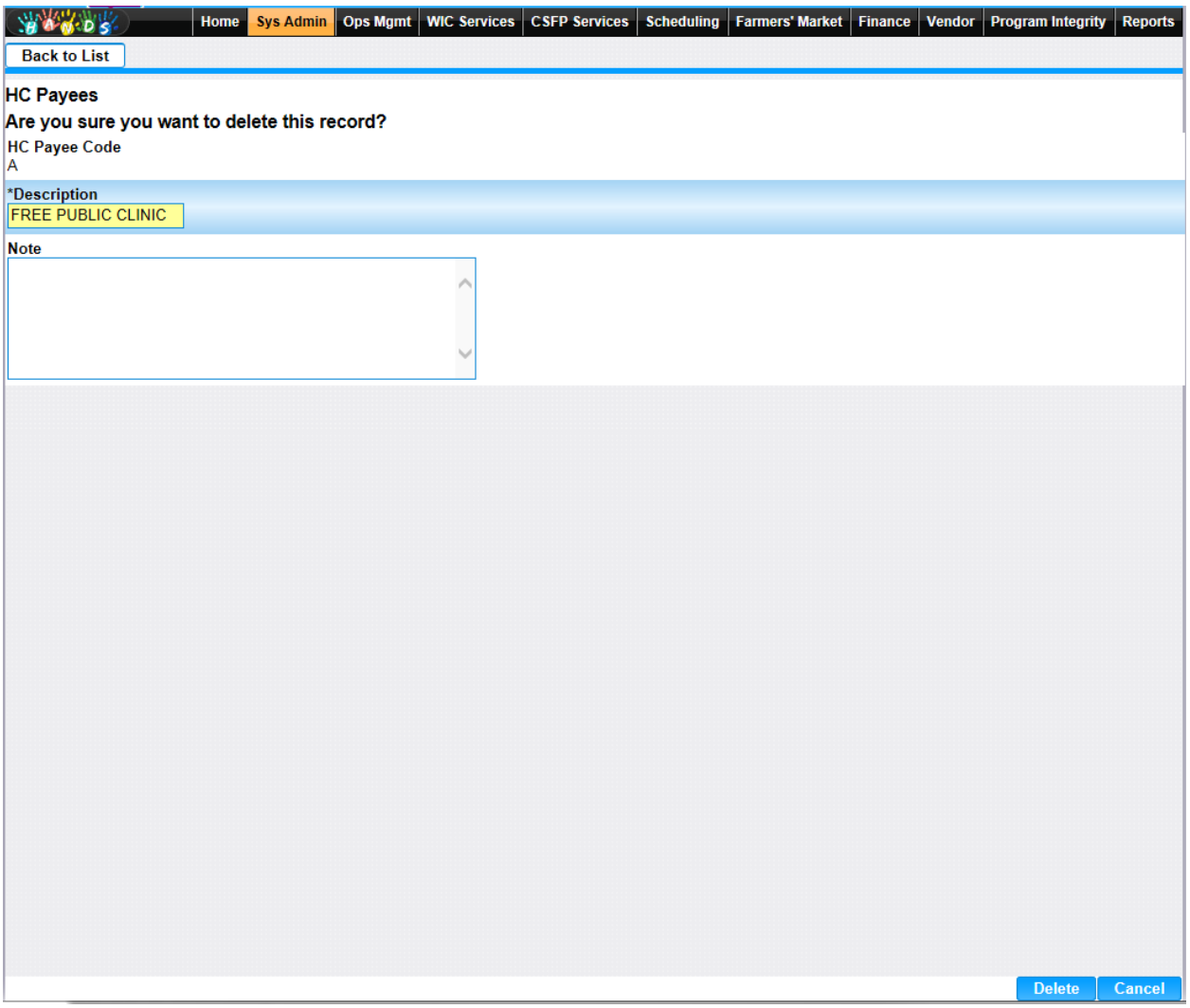


Figure 104: Delete HC Payees Page

33.3 Add HC Payees Page

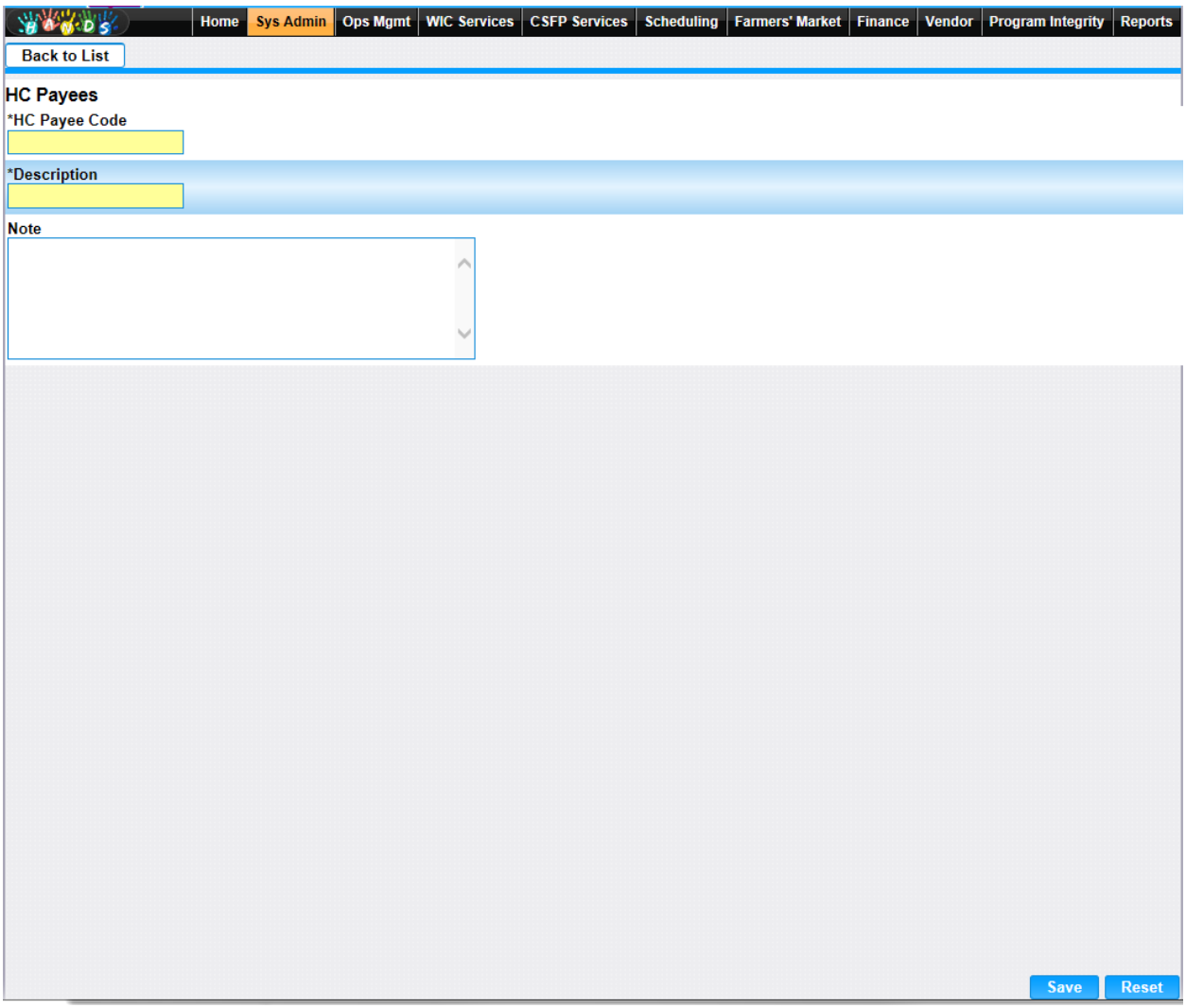


Figure 105: Add HC Payees Page

34 IMMUNIZATIONS NOT ASSESSED

The Immunizations Not Assessed base table allows for the configuration of available reasons why immunizations were not assessed.

Navigation Path: Sys Admin | WIC Base Tables | Immunizations Not Assessed

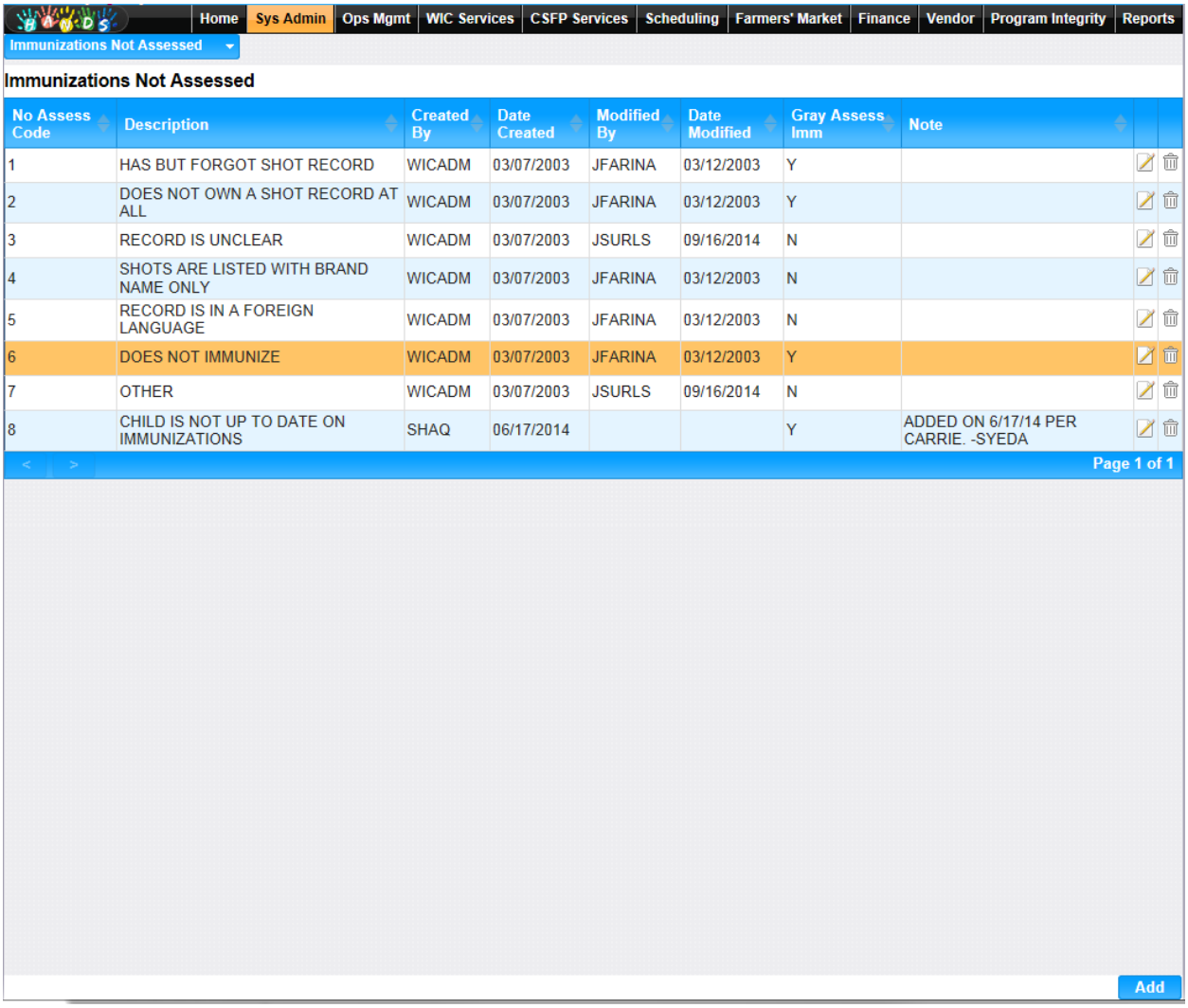


Figure 106: Immunizations Not Assessed

Fields:

- **No Assess Code –** A user defined string with a maximum value of 2 characters used to identify a reason for why immunization was not assessed with a code value.
- **Description –** A verbose description of the health reason why immunization was not assessed.
- **Created By –** The User ID of the author who created the record.
- **Date Created –** The date when the record was created.
- **Modified By –** The User ID of the author who last modified the record.
- **Date Modified –** The date when the record was last modified.

- **Gray Assess Imm –** Field moved from legacy system that is not used in HANDS.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Immunizations Not Assessed Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Immunizations Not Assessed Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Immunizations Not Assessed Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value in the Description field.*
2. *On Add, the system validates there is a value in the No Assess Code and Description fields.*

34.1 Edit Immunizations Not Assessed Page

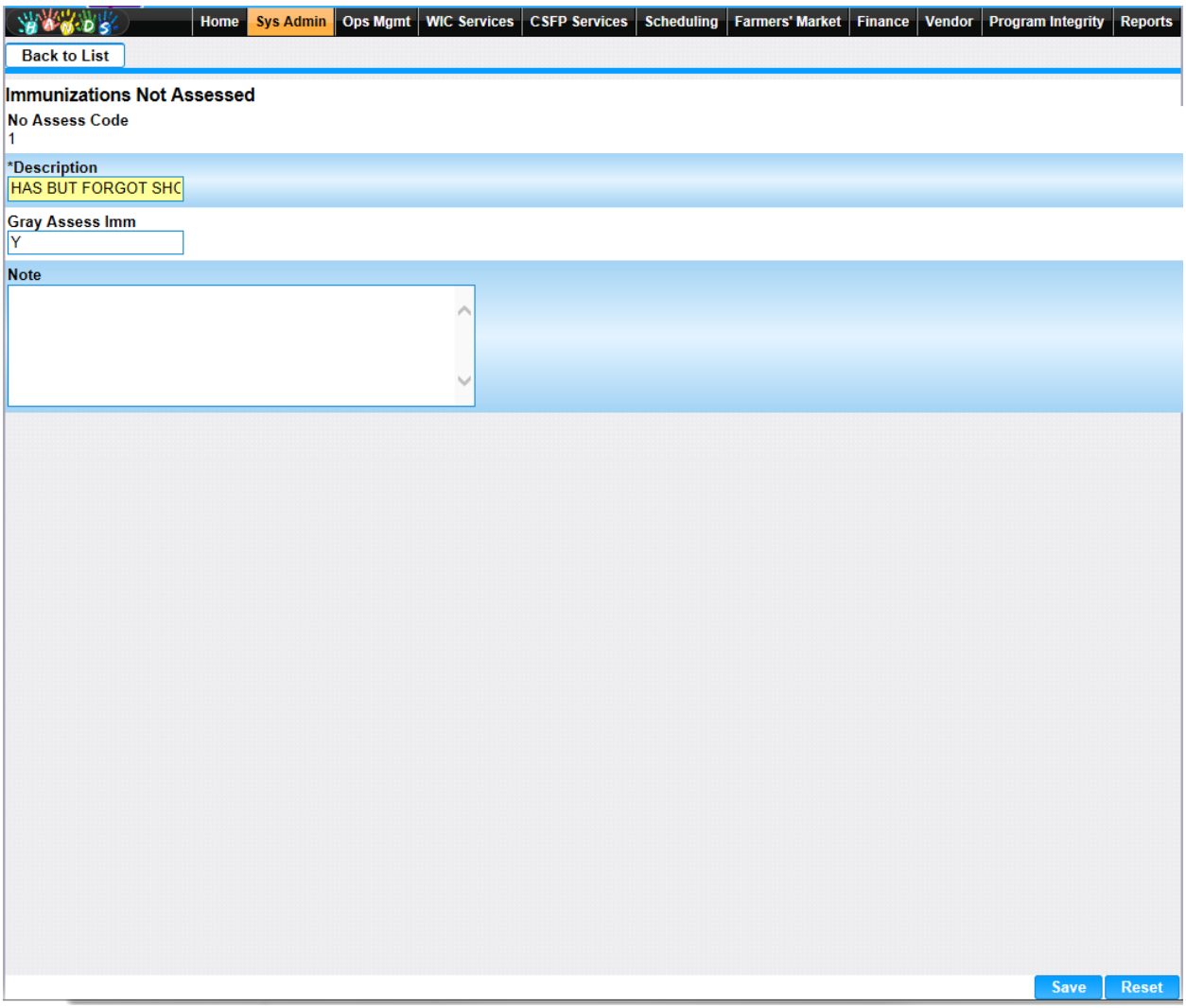


Figure 107: Edit Immunizations Not Assessed Page

34.2 Delete Immunizations Not Assessed Page

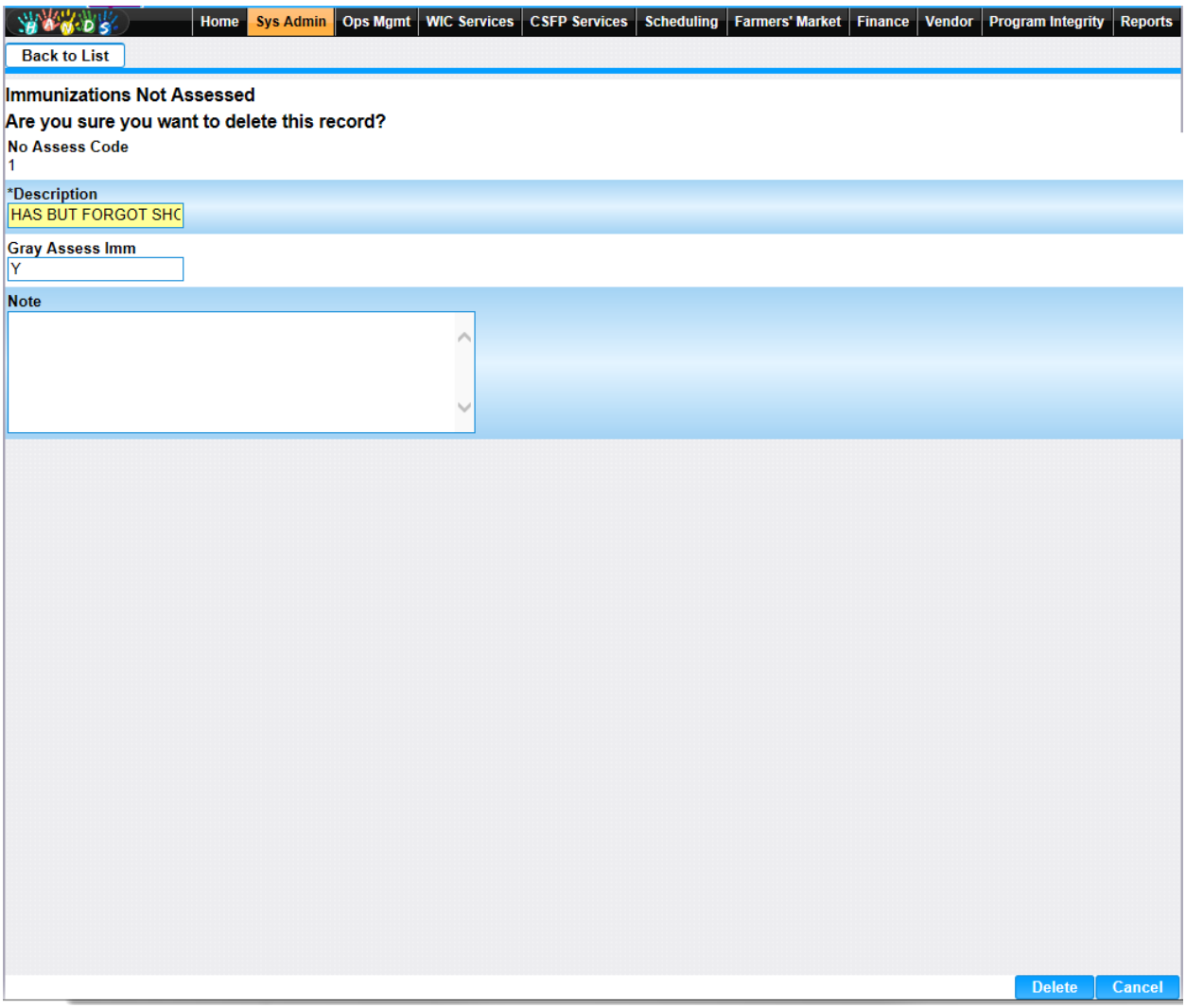


Figure 108: Delete Immunizations Not Assessed Page

34.3 Add Immunizations Not Assessed Page

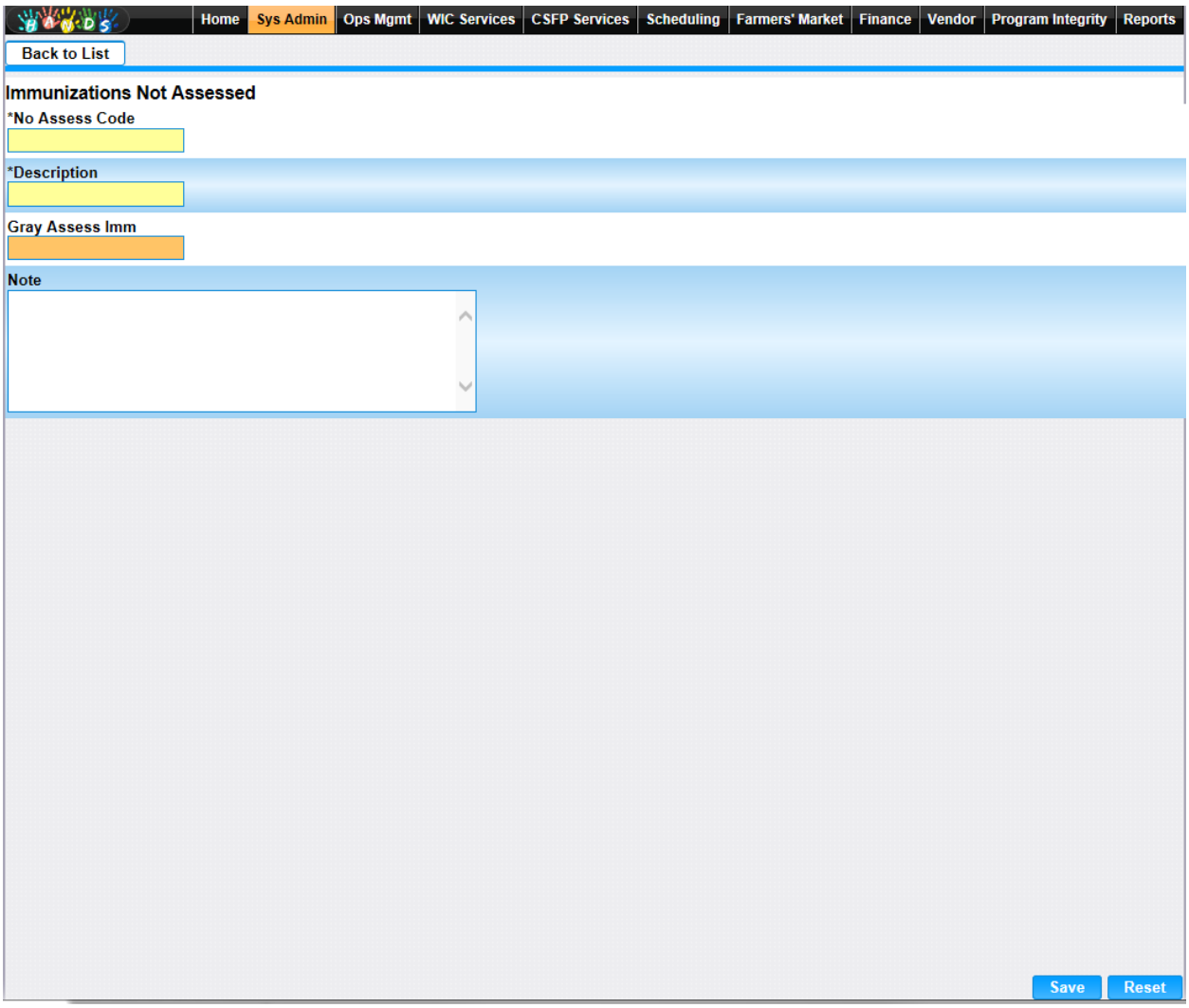


Figure 109: Add Immunizations Not Assessed Page

35 INCOME LEVELS

The Income Levels base table allows for the configuration of income ranges used to qualify a family into the WIC program based on the household income.

Navigation Path: Sys Admin | WIC Base Tables | Income Levels

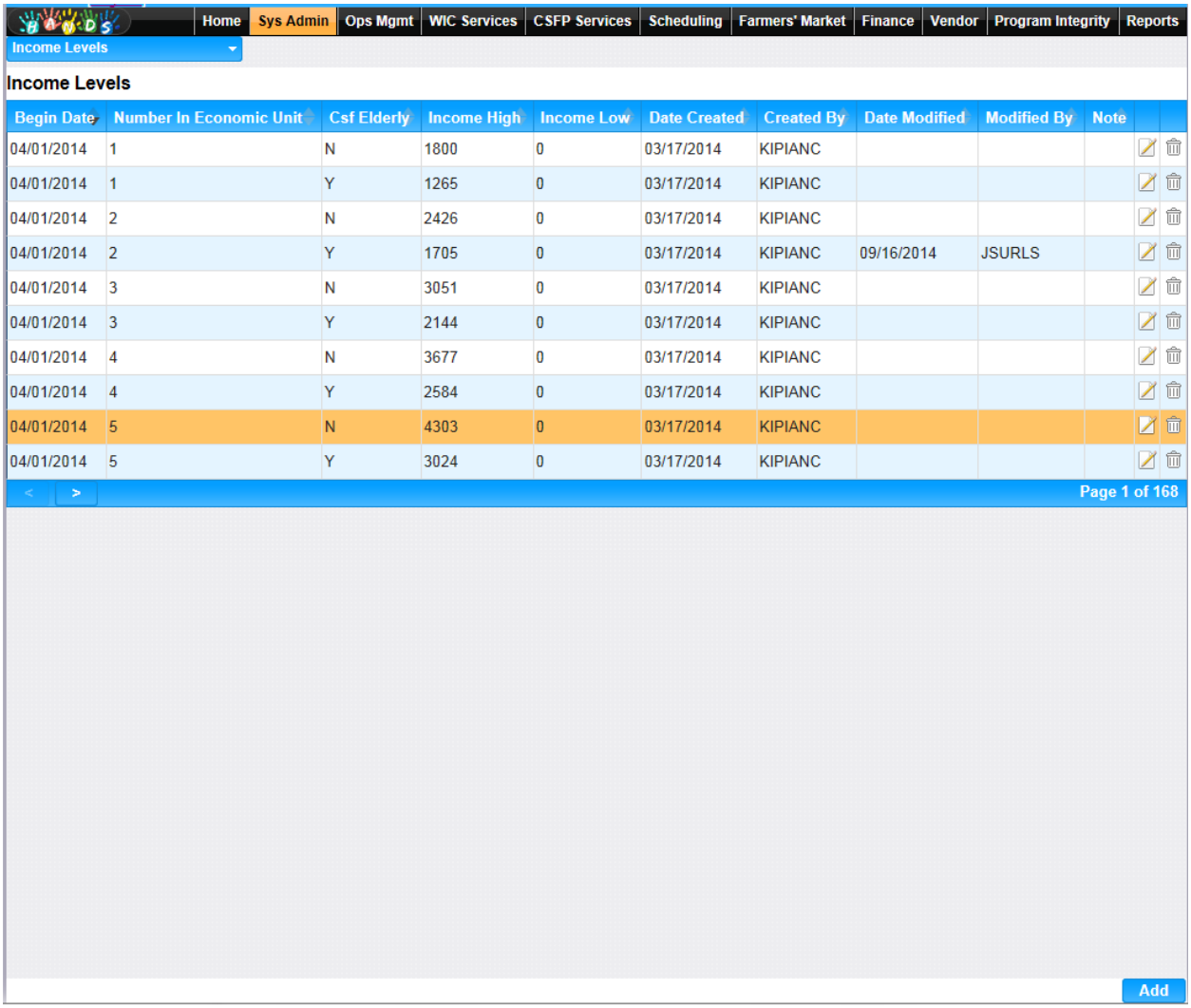


Figure 110: Income Levels

Fields:

- **Begin Date –** The date that the income level range becomes available for use.
- **Number In Economic Unit –** The number of people in the household unit.
  Note – Pregnant woman should include their unborn child in the number.
- **Csf Elderly –** A Yes/No indicator of if the economic unit includes an elderly person who participates on the Commodity Supplemental Food Program.
- **Income High –** The high range of income required in order for members of the economic unit to qualify for the state's WIC program.

- **Income Low –** The low range of income required in order for members of the economic unit to qualify for the state's WIC program.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Income Levels Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Income Levels Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Income Levels Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Income High and Income Low fields.*
2. *On Add, the system validates there is a value entered in the Begin Date, Number In Economic Unit, Csf Elderly, Income High, and Income Low fields.*

35.1 Edit Income Levels Page

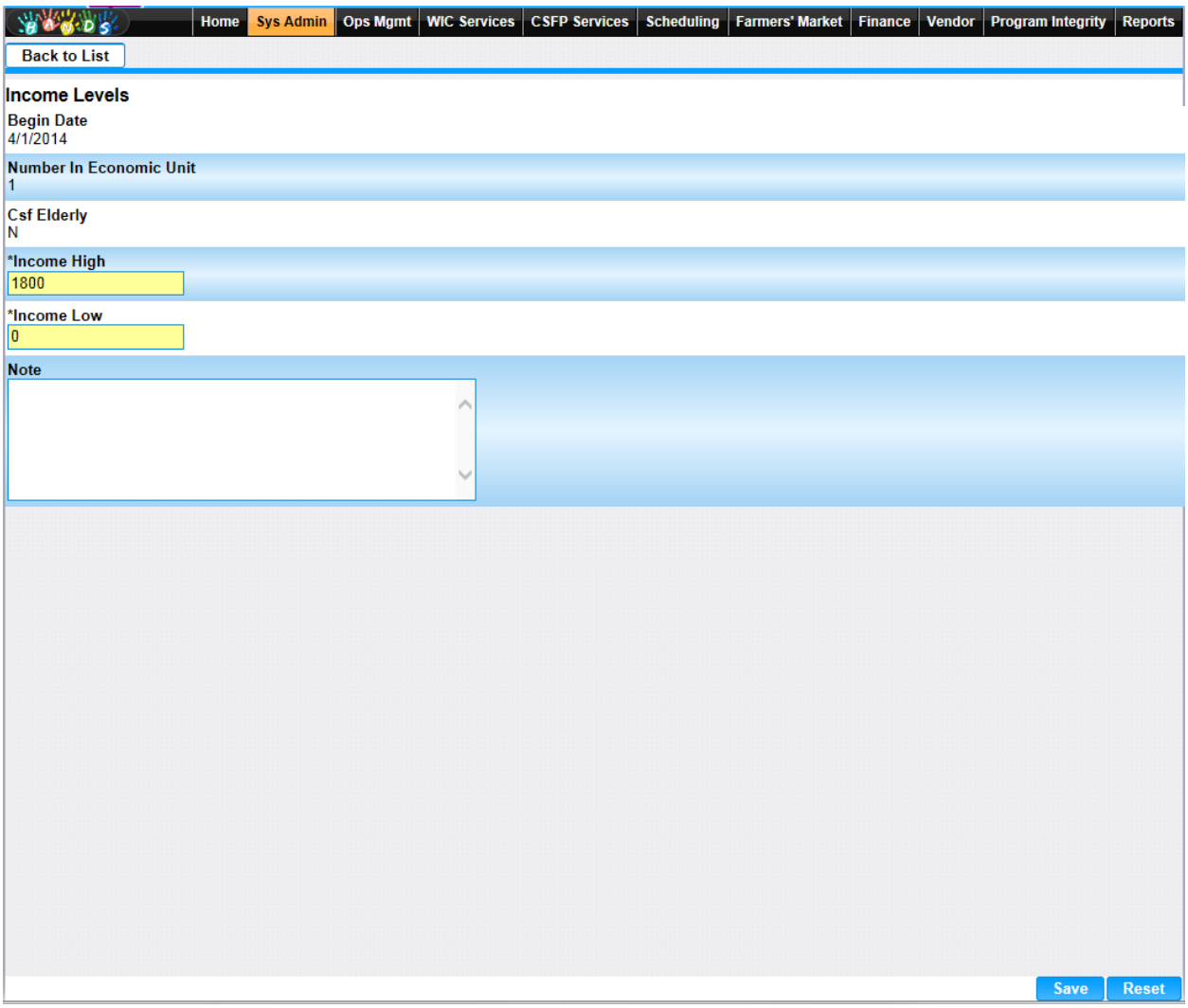


Figure 111: Edit Income Levels Page

35.2 Delete Income Levels Page

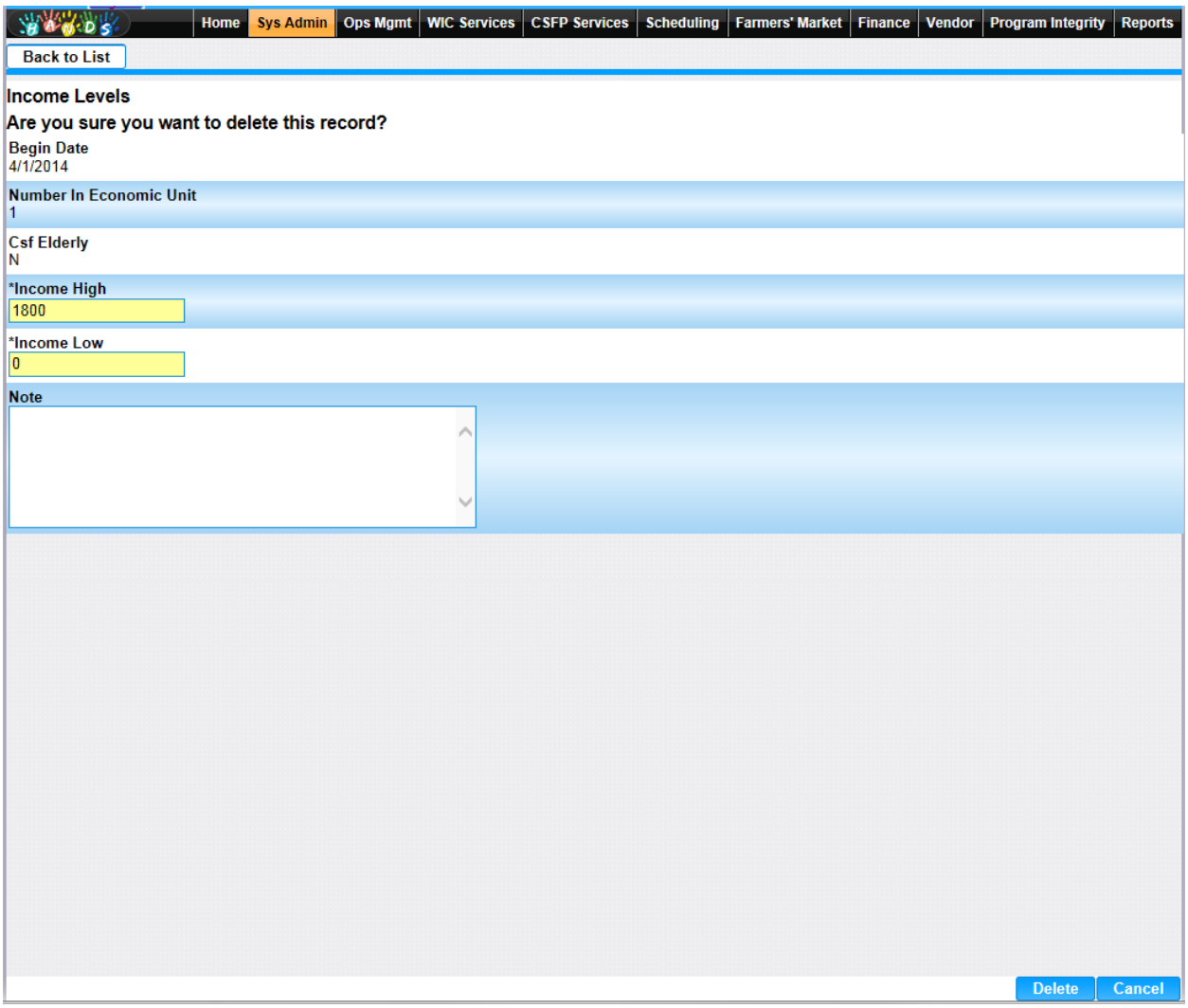


Figure 112: Delete Income Levels Page

35.3 Add Income Levels Page

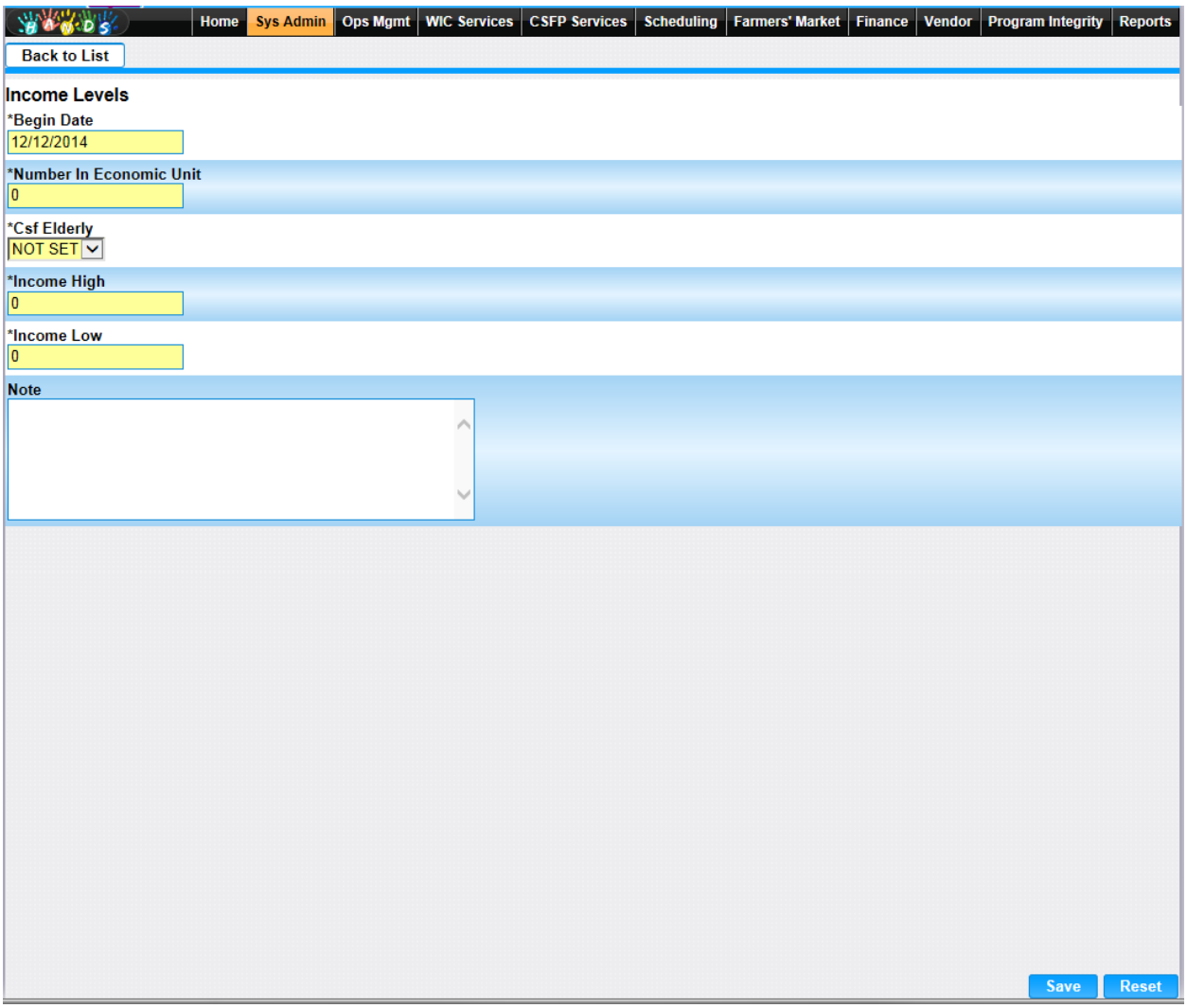


Figure 113: Add Income Levels Page

36 INCOME SOURCES

The Income Sources base table allows for the configuration of income source types within HANDS.

Navigation Path: Sys Admin | WIC Base Tables | Income Sources

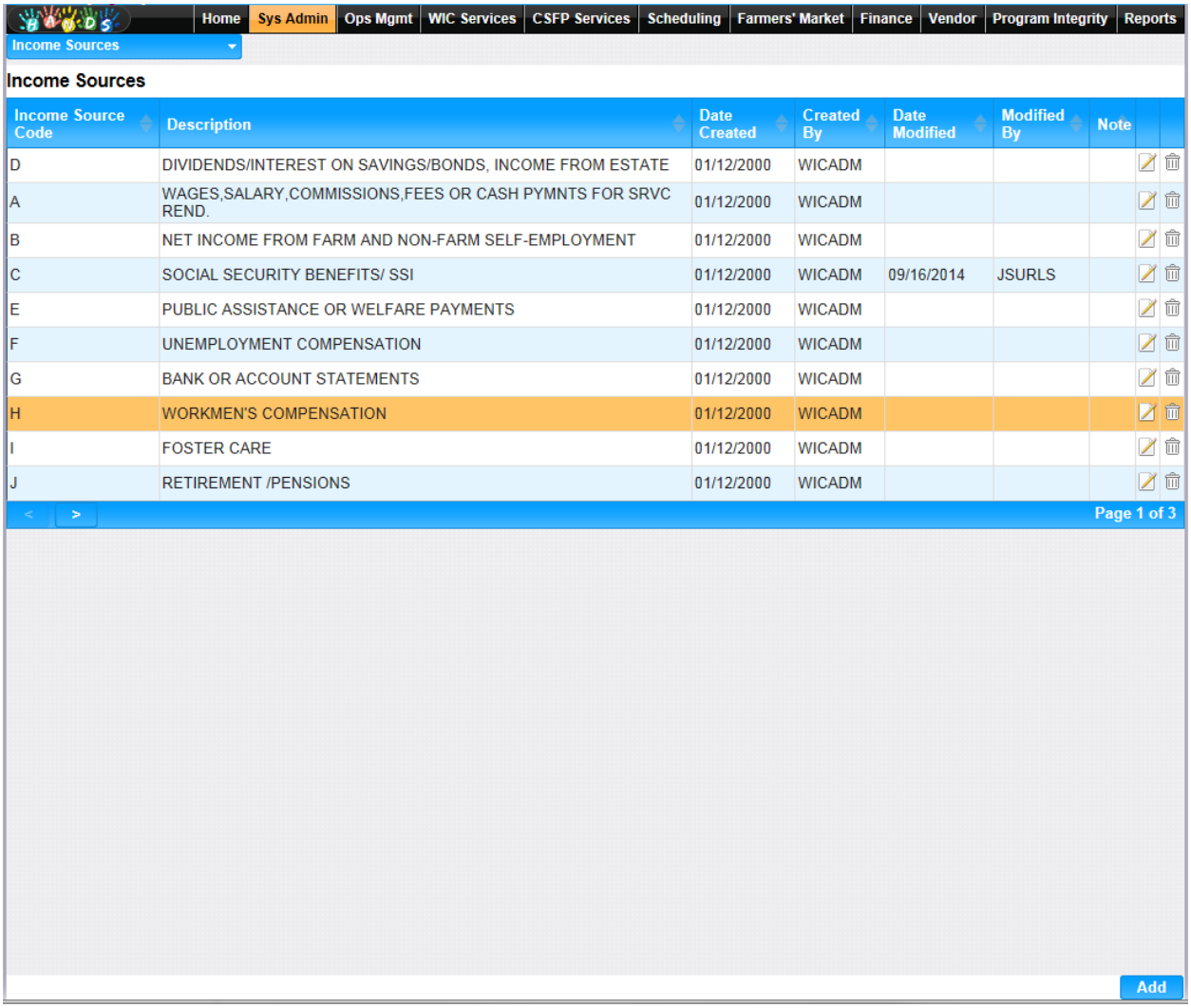


Figure 114: Income Sources

Fields:

- **Income Source Code –** A user defined string with a maximum value of 1 character used to identify an income source type with a code value.
- **Description –** A verbose description of the income source type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Income Sources Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Income Sources Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Income Sources Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Description field.*
2. *On Add, the system validates there is a value entered in the Income Source Code and Description fields.*

36.1 Edit Income Sources Page

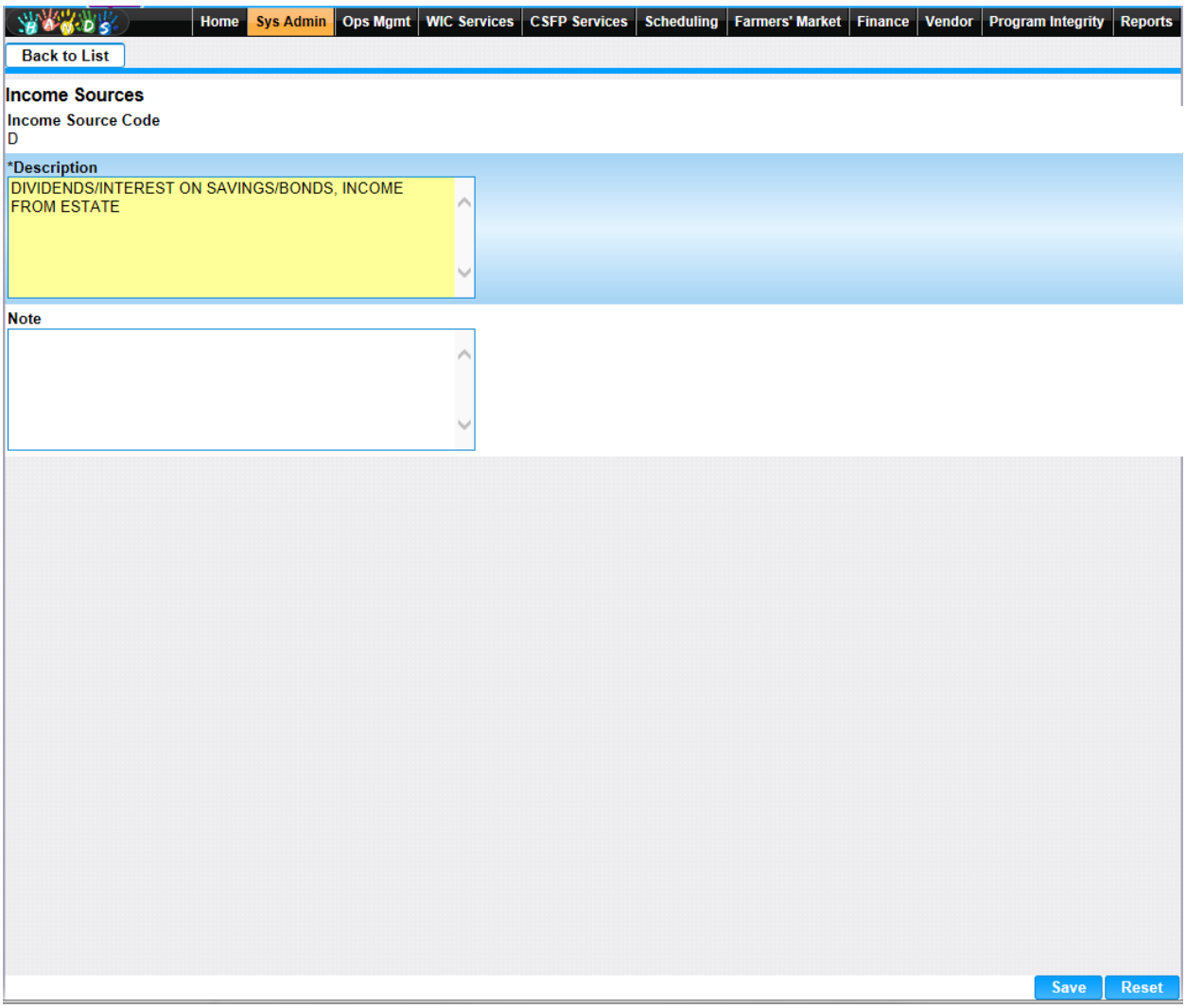


Figure 115: Edit Income Sources Page

36.2 Delete Income Sources Page

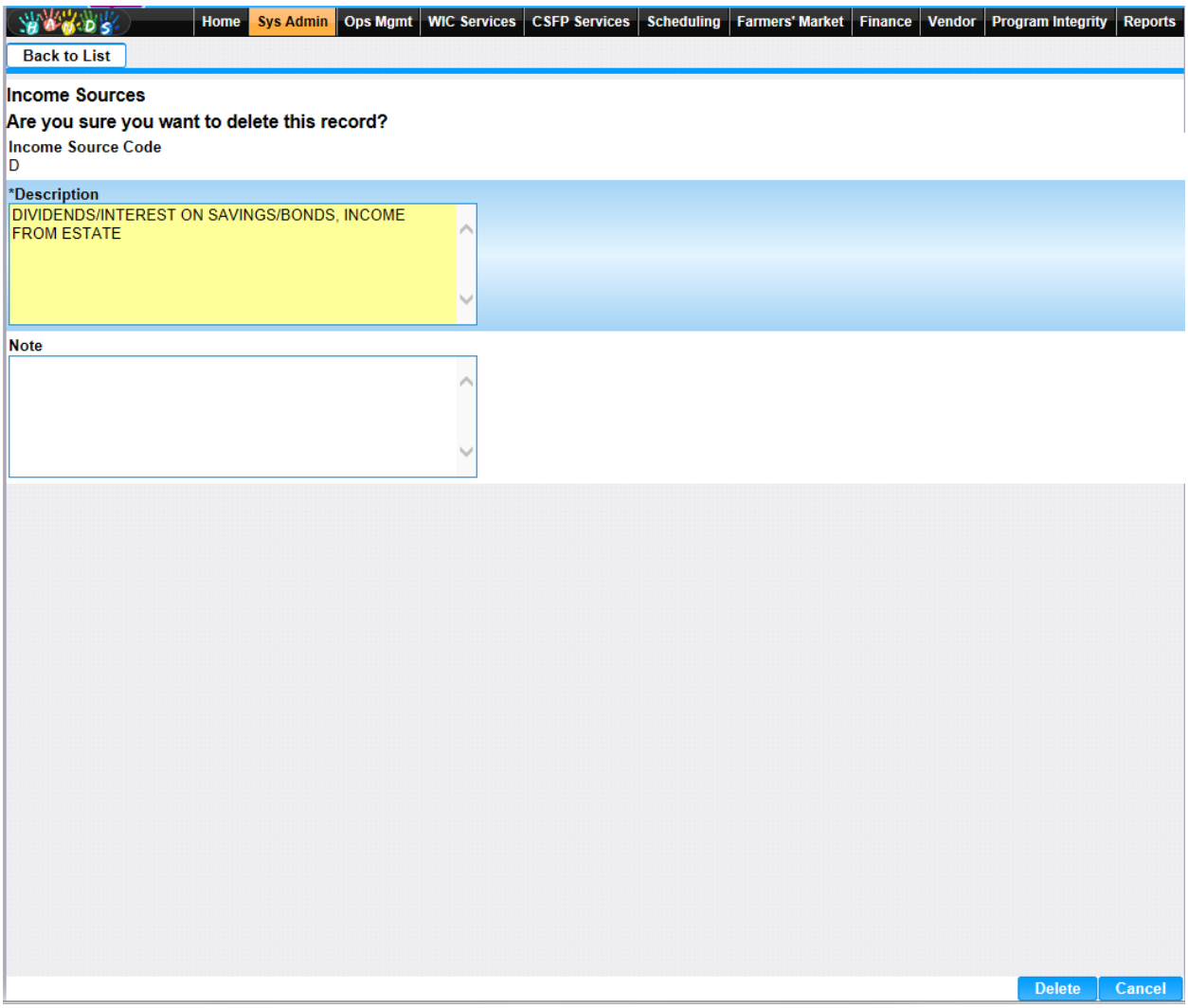


Figure 116: Delete Income Sources Page

36.3 Add Income Sources Page

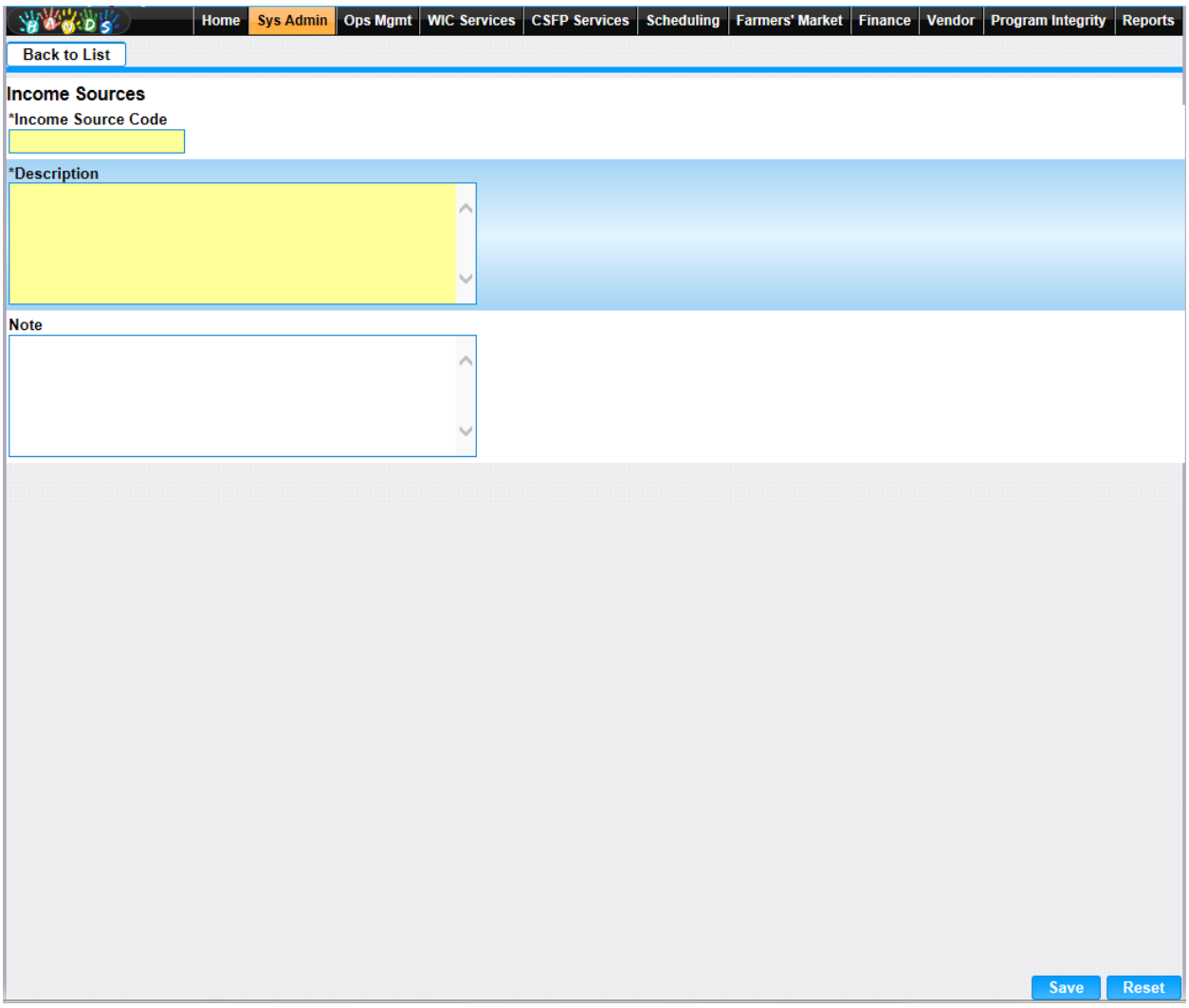
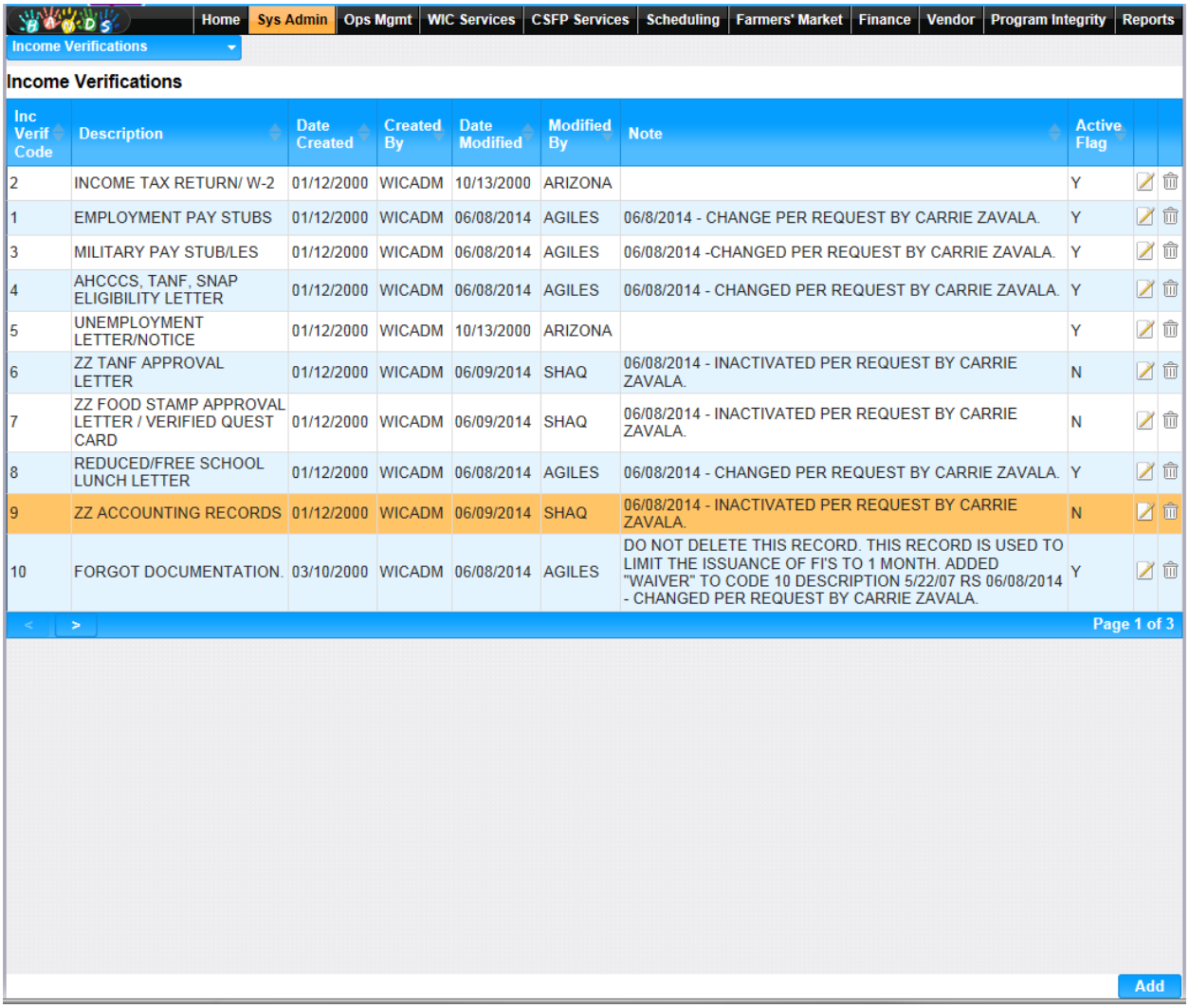


Figure 117: Add Income Sources Page

37 INCOME VERIFICATIONS

The Income Verifications base table allows for the configuration of income verification types within HANDS.

Navigation Path: Sys Admin | WIC Base Tables | Income Verifications



Inc Verif Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag
2	INCOME TAX RETURN/ W-2	01/12/2000	WICADM	10/13/2000	ARIZONA		Y
1	EMPLOYMENT PAY STUBS	01/12/2000	WICADM	06/08/2014	AGILES	06/8/2014 - CHANGE PER REQUEST BY CARRIE ZAVALA.	Y
3	MILITARY PAY STUB/LES	01/12/2000	WICADM	06/08/2014	AGILES	06/08/2014 -CHANGED PER REQUEST BY CARRIE ZAVALA.	Y
4	AHCCCS, TANF, SNAP ELIGIBILITY LETTER	01/12/2000	WICADM	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.	Y
5	UNEMPLOYMENT LETTER/NOTICE	01/12/2000	WICADM	10/13/2000	ARIZONA		Y
6	ZZ TANF APPROVAL LETTER	01/12/2000	WICADM	06/09/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.	N
7	ZZ FOOD STAMP APPROVAL LETTER / VERIFIED QUEST CARD	01/12/2000	WICADM	06/09/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.	N
8	REDUCED/FREE SCHOOL LUNCH LETTER	01/12/2000	WICADM	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.	Y
9	ZZ ACCOUNTING RECORDS	01/12/2000	WICADM	06/09/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.	N
10	FORGOT DOCUMENTATION.	03/10/2000	WICADM	06/08/2014	AGILES	DO NOT DELETE THIS RECORD. THIS RECORD IS USED TO LIMIT THE ISSUANCE OF FI'S TO 1 MONTH. ADDED "WAIVER" TO CODE 10 DESCRIPTION 5/22/07 RS 06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.	Y

Figure 118: Income Verifications

Fields:

- **Income Verif Code –** A user defined number with a maximum value of 10 digits used to identify an income verification type with a code value.
- **Description –** A verbose description of the income verification type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **Active Flag –** A Yes/No indicator of if the income verification type is Active.
- **(Edit Icon) –** When selected navigation will switch to the Edit Income Verifications Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Income Verifications Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Income Verifications Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Description and Active Flag fields.*
2. *On Add, the system validates there is a value entered in the Inc Verif Code, Description, and Active Flag fields.*

37.1 Edit Income Verifications Page

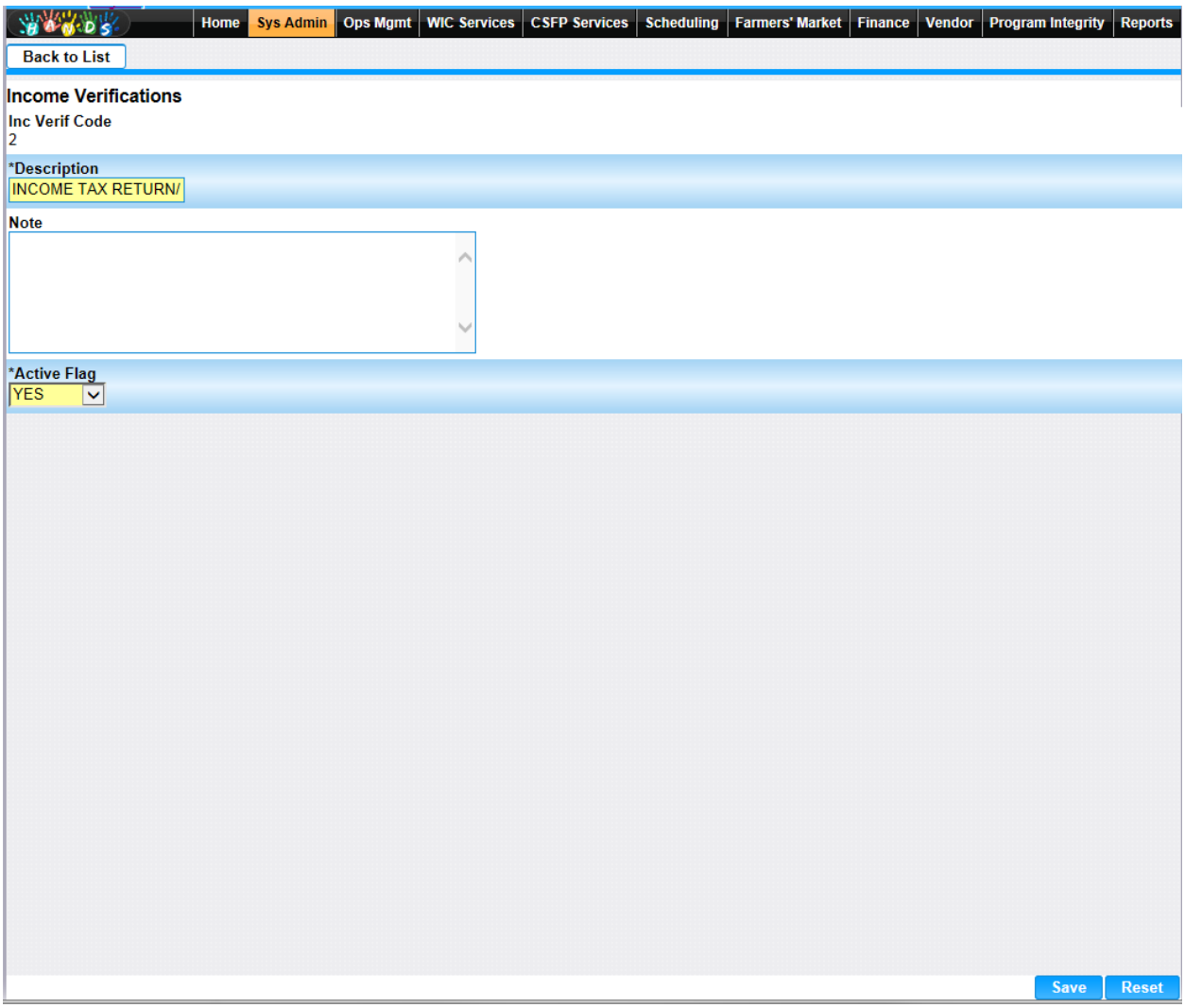


Figure 119: Edit Income Verifications Page

37.2 Delete Income Verifications Page

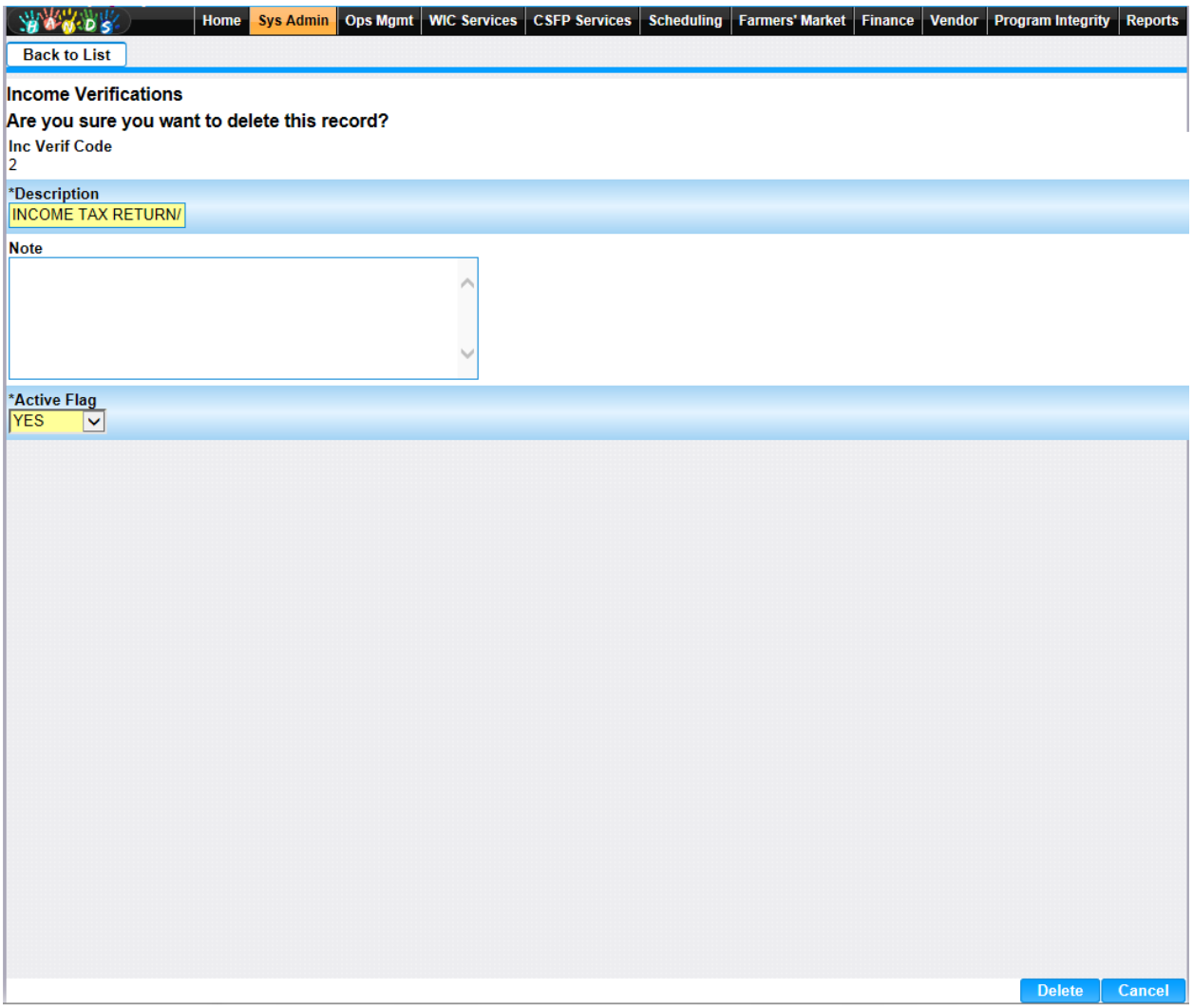


Figure 120: Delete Income Verifications Page

37.3 Add Income Verifications Page

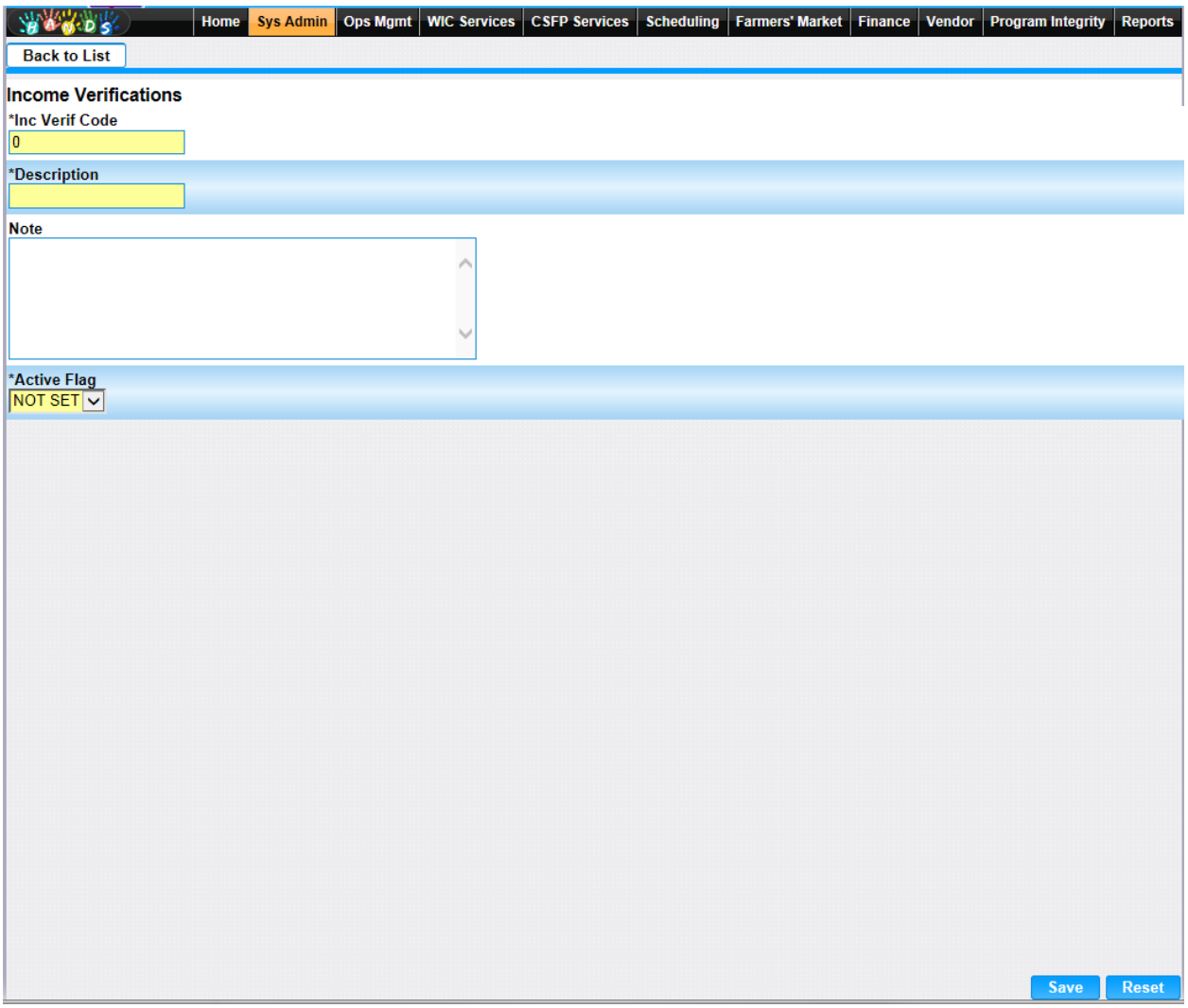


Figure 121: Add Income Verifications Page

38 MARITAL STATUSES

The Marital Statuses base table was included in HANDS for backward compatibility with AIM during the transitional period from AIM to HANDS. This base table is no longer used in HANDS and will be removed in a future release of the application.

39 NCHS CLASSIFICATIONS

The NCHS Classifications base table allows for the configuration of National Center for Health Statistics classification types within HANDS. The NCHS Classifications, NCHS Types[44] and NCHS Data[45] base tables form a database of anthropometric measurements which are used to indicate health risk factors during the certification and enrollment process.

Navigation Path: Sys Admin | WIC Base Tables | NCHS Classifications

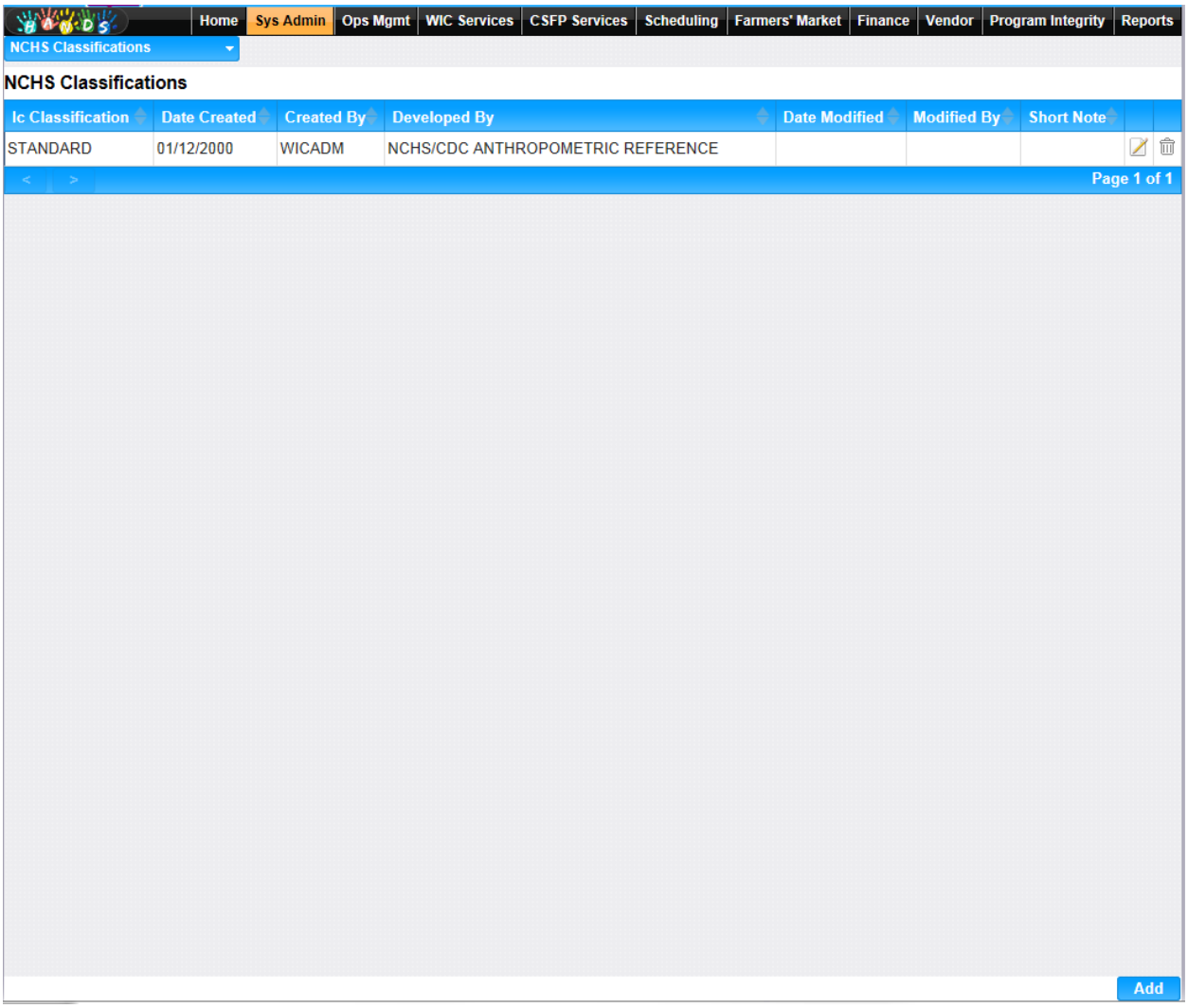


Figure 122: NCHS Classifications

Fields:

- **Ic Classification –** A user defined string with a maximum value of 8 characters used to identify the classification type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

[44] Refer to section 40, NCHS Types for details
[45] Refer to section 41, NCHS Data for details

- **Developed By –** The agency that developed the classification type.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Short Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit NCHS Classifications Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete NCHS Classifications Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add NCHS Classifications Page.

Calculation(s): None

Background Processes:

1. *On Add the system validates there is a value entered in the lc Classification field.*

39.1 Edit NCHS Classifications Page

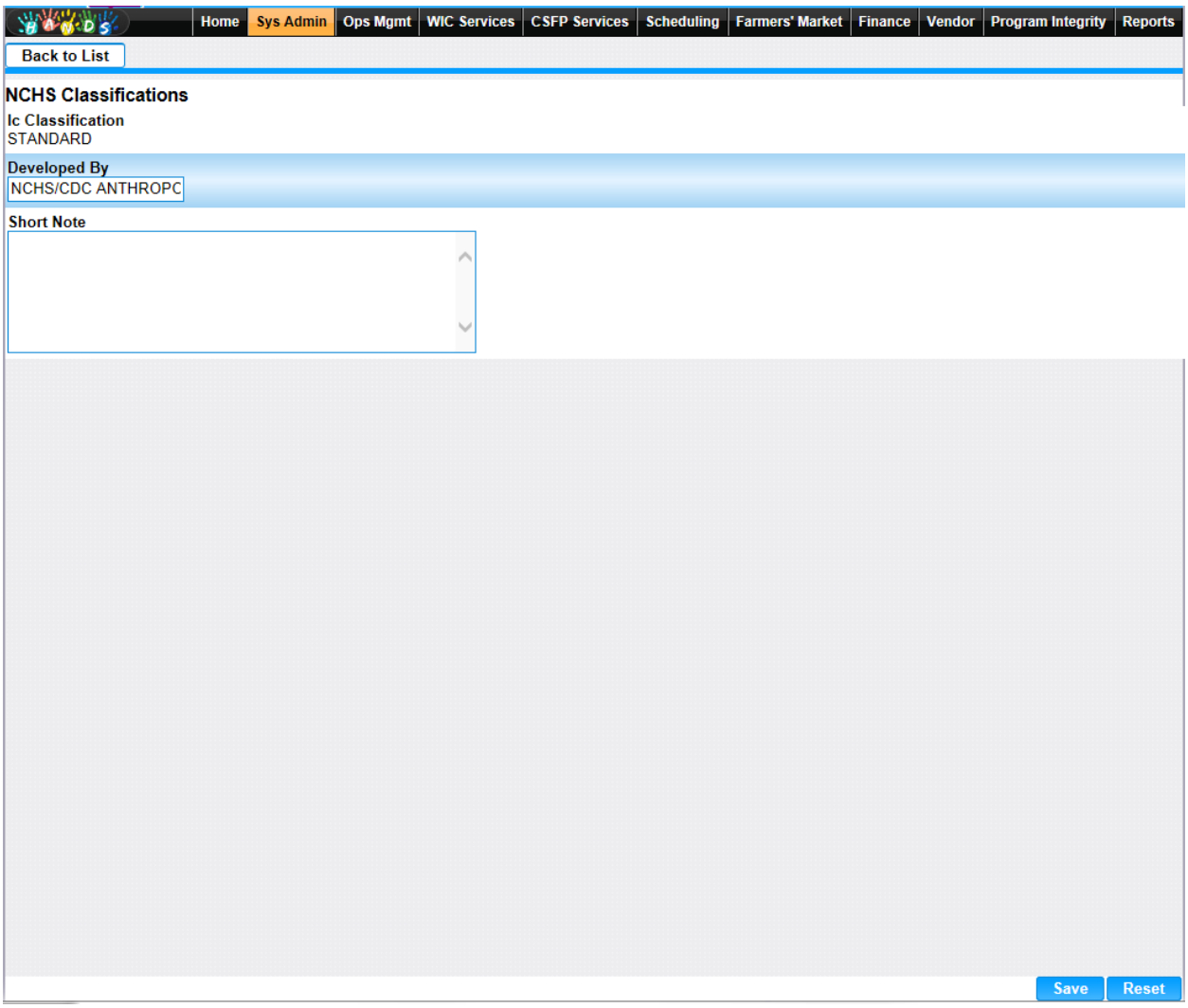


Figure 123: Edit NCHS Classifications Page

39.2 Delete NCHS Classifications Page

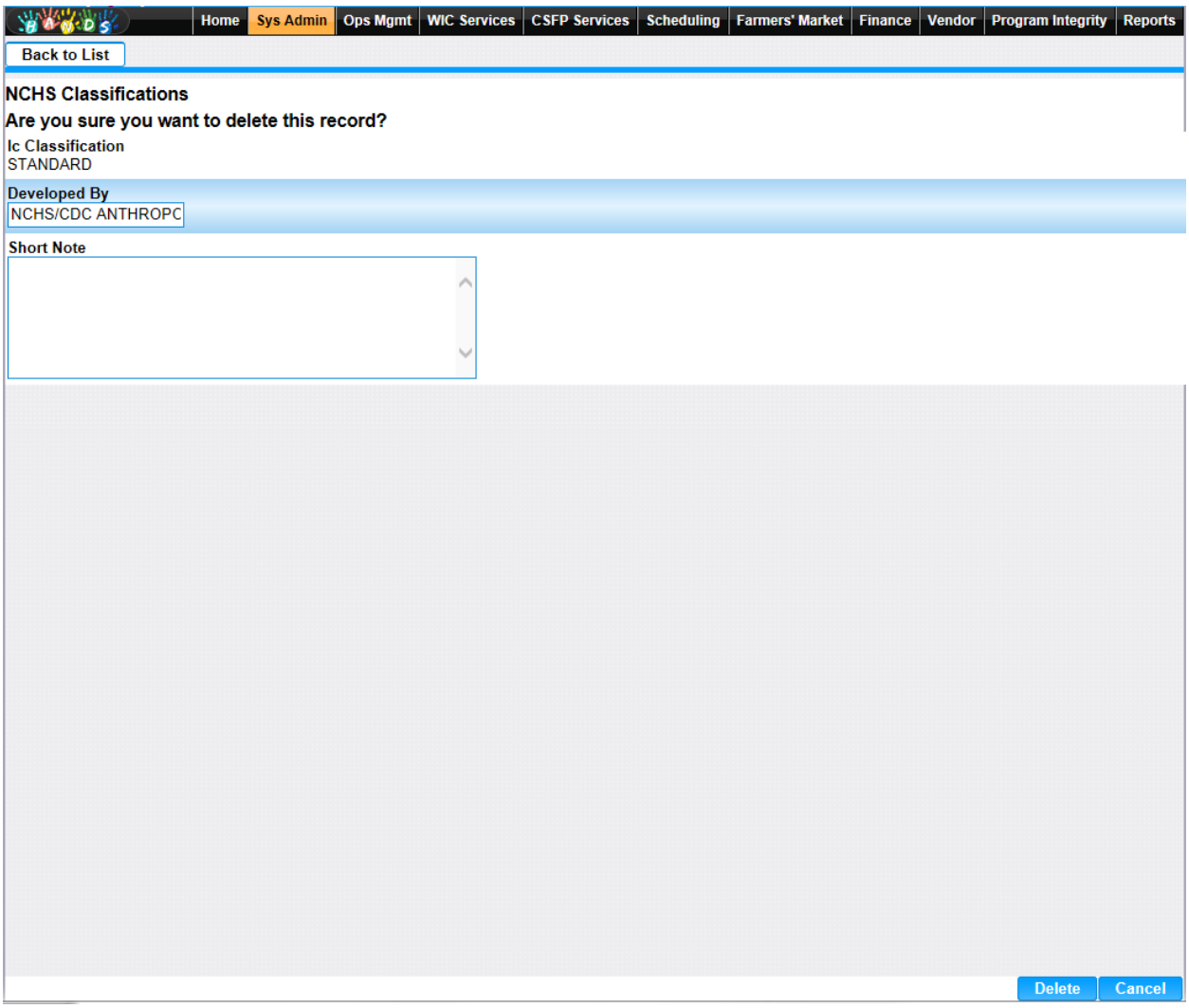


Figure 124: Delete NCHS Classifications Page

39.3 Add NCHS Classifications Page

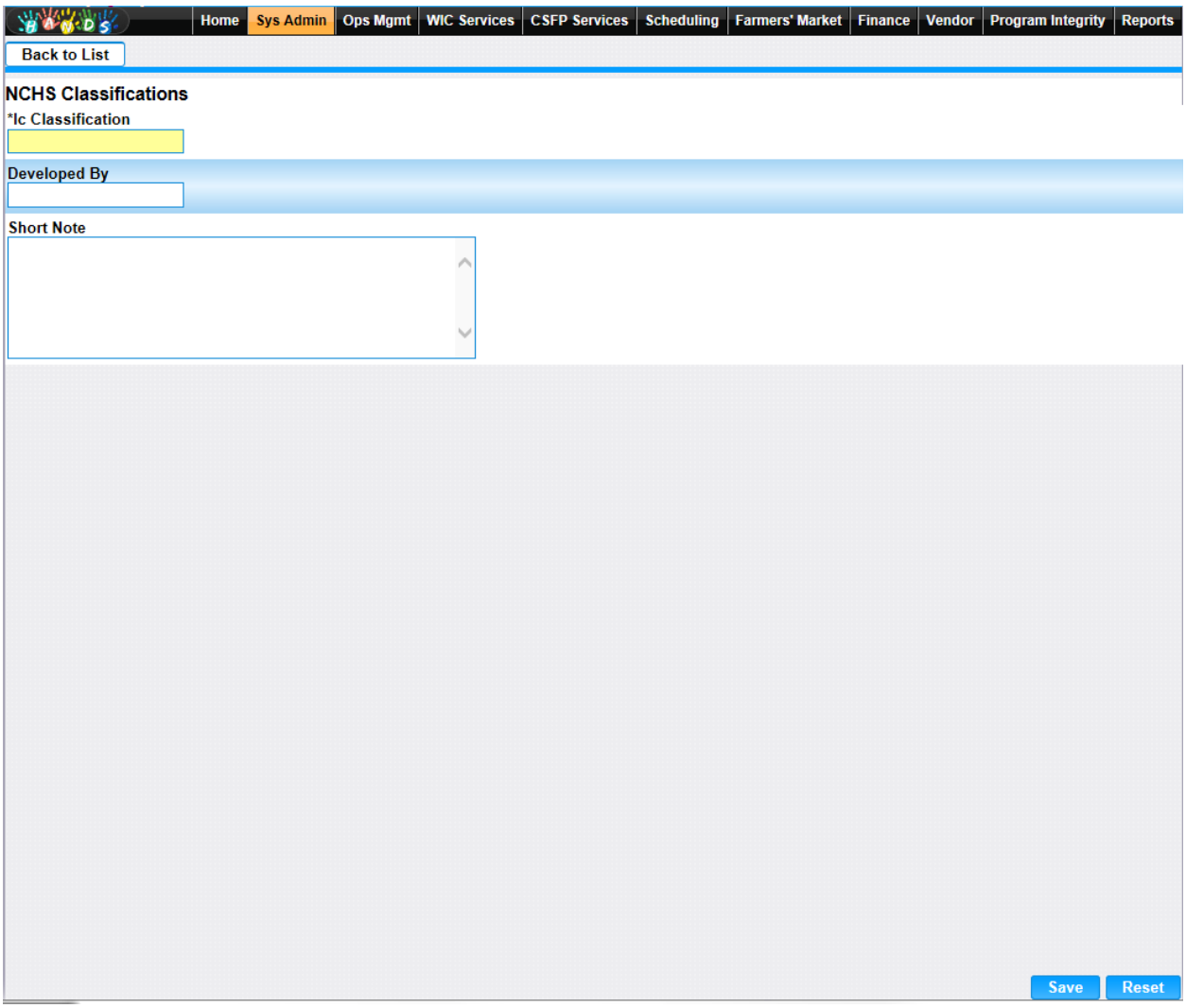
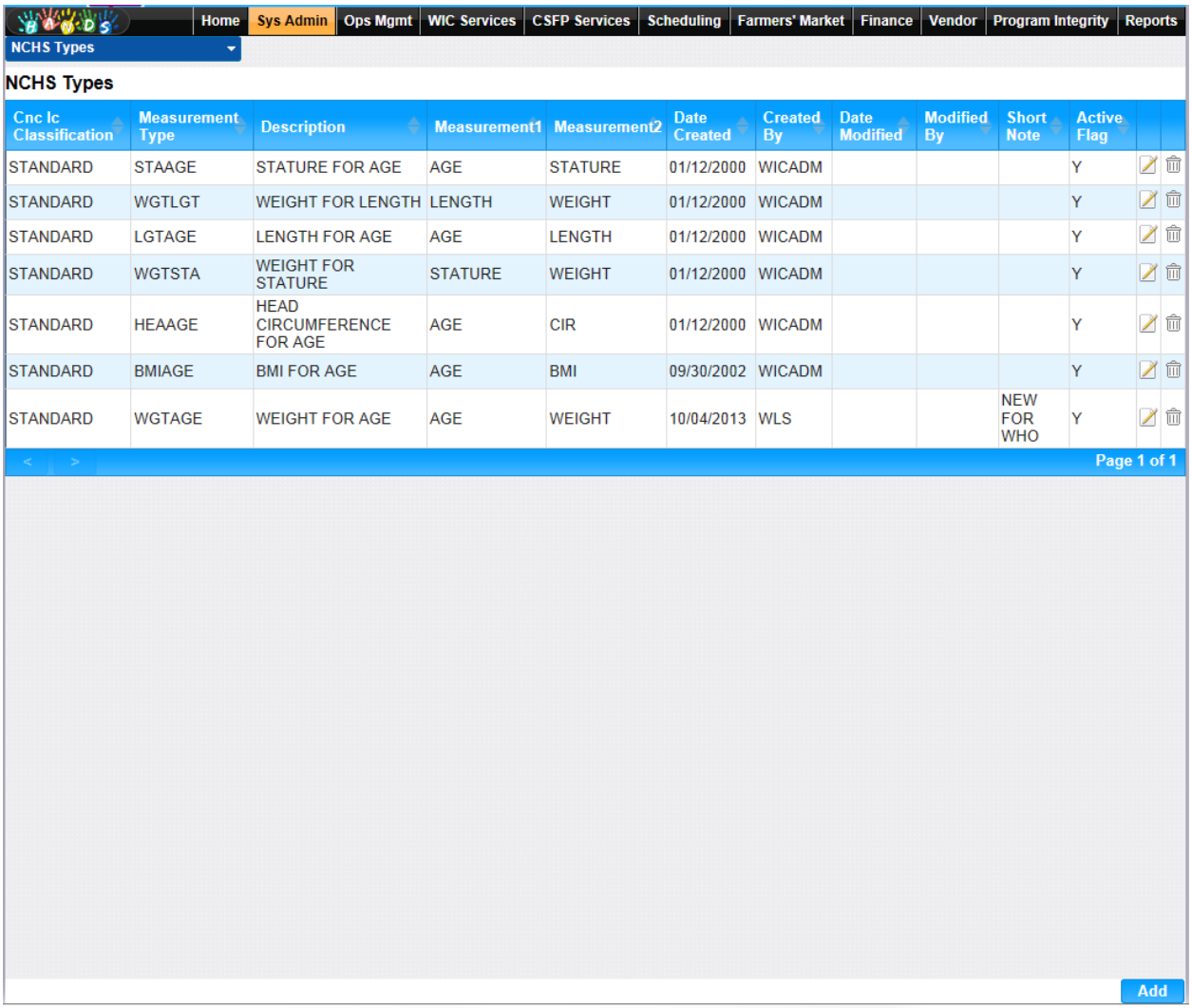


Figure 125: Add NCHS Classifications Page

40 NCHS TYPES

The NCHS Types base table allows for the configuration of National Center for Health Statistics classification measurement types within HANDS. The NCHS Classifications[46], NCHS Types and NCHS Data[47] base tables form a database of anthropometric measurements which are used to indicate health risk factors during the certification and enrollment process.

Navigation Path: Sys Admin | WIC Base Tables | NCHS Types



Cnc Ic Classification	Measurement Type	Description	Measurement1	Measurement2	Date Created	Created By	Date Modified	Modified By	Short Note	Active Flag
STANDARD	STAAGE	STATURE FOR AGE	AGE	STATURE	01/12/2000	WICADM				Y
STANDARD	WGTLGT	WEIGHT FOR LENGTH	LENGTH	WEIGHT	01/12/2000	WICADM				Y
STANDARD	LGTAGE	LENGTH FOR AGE	AGE	LENGTH	01/12/2000	WICADM				Y
STANDARD	WGTSTA	WEIGHT FOR STATURE	STATURE	WEIGHT	01/12/2000	WICADM				Y
STANDARD	HEAAGE	HEAD CIRCUMFERENCE FOR AGE	AGE	CIR	01/12/2000	WICADM				Y
STANDARD	BMIAGE	BMI FOR AGE	AGE	BMI	09/30/2002	WICADM				Y
STANDARD	WGTAGE	WEIGHT FOR AGE	AGE	WEIGHT	10/04/2013	WLS			NEW FOR WHO	Y

Figure 126: NCHS Types

Fields:

- **Cnc Ic Classification**[48] **–** The NCHS classification type.
- **Measurement Type –** A user defined string with a maximum length of 6 describing the NCHS measurement type.

[46] Refer to section 39, NCHS Classifications for details
[47] Refer to section 41, NCHS Data for details
[48] Refer to section 39, NCHS Classifications for details

- **Description –** A verbose description of the NCHS measurement type.
- **Measurement1 –** A user defined string with a maximum length of 10 indicating what the first measurement type is.
- **Measurement2 –** A user defined string with a maximum length of 10 indicating what the first measurement type is.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Short Note –** A free text field used for storing notes specific to the record.
- **Active Flag –** A Yes/No indicator of if the NCHS measurement type is Active.
- **(Edit Icon) –** When selected navigation will switch to the Edit NCHS Types Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete NCHS Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add NCHS Types Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates there is a value entered in the Description, Measurement1, and Measurement2 fields.*
2. *On Add, the system validates there is a value entered in the Cnc lc Classification, Measurement Type, Description, Measurement1, and Measurement2 fields.*

40.1 Edit NCHS Types Page

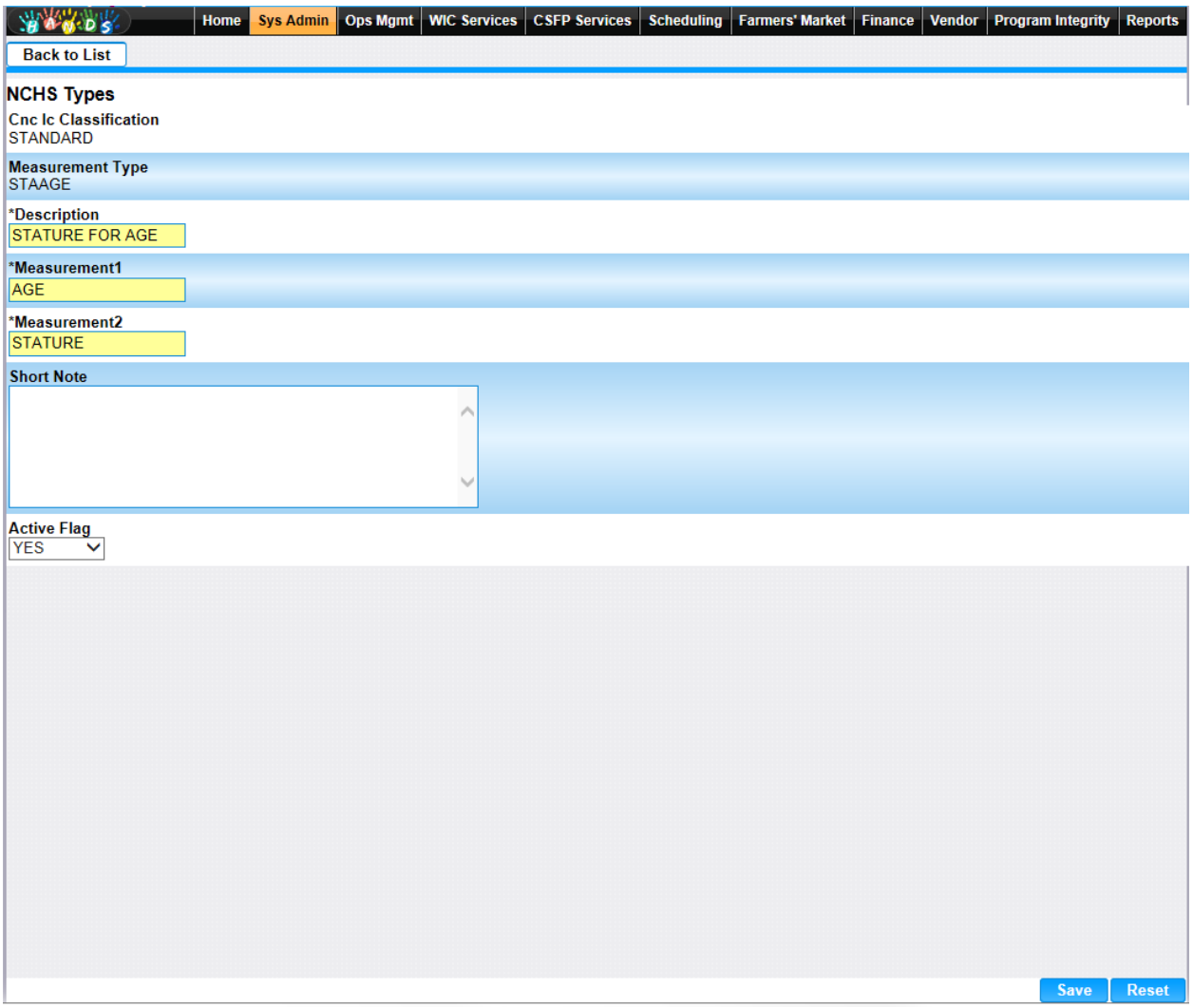


Figure 127: Edit NCHS Types Page

40.2 Delete NCHS Types Page

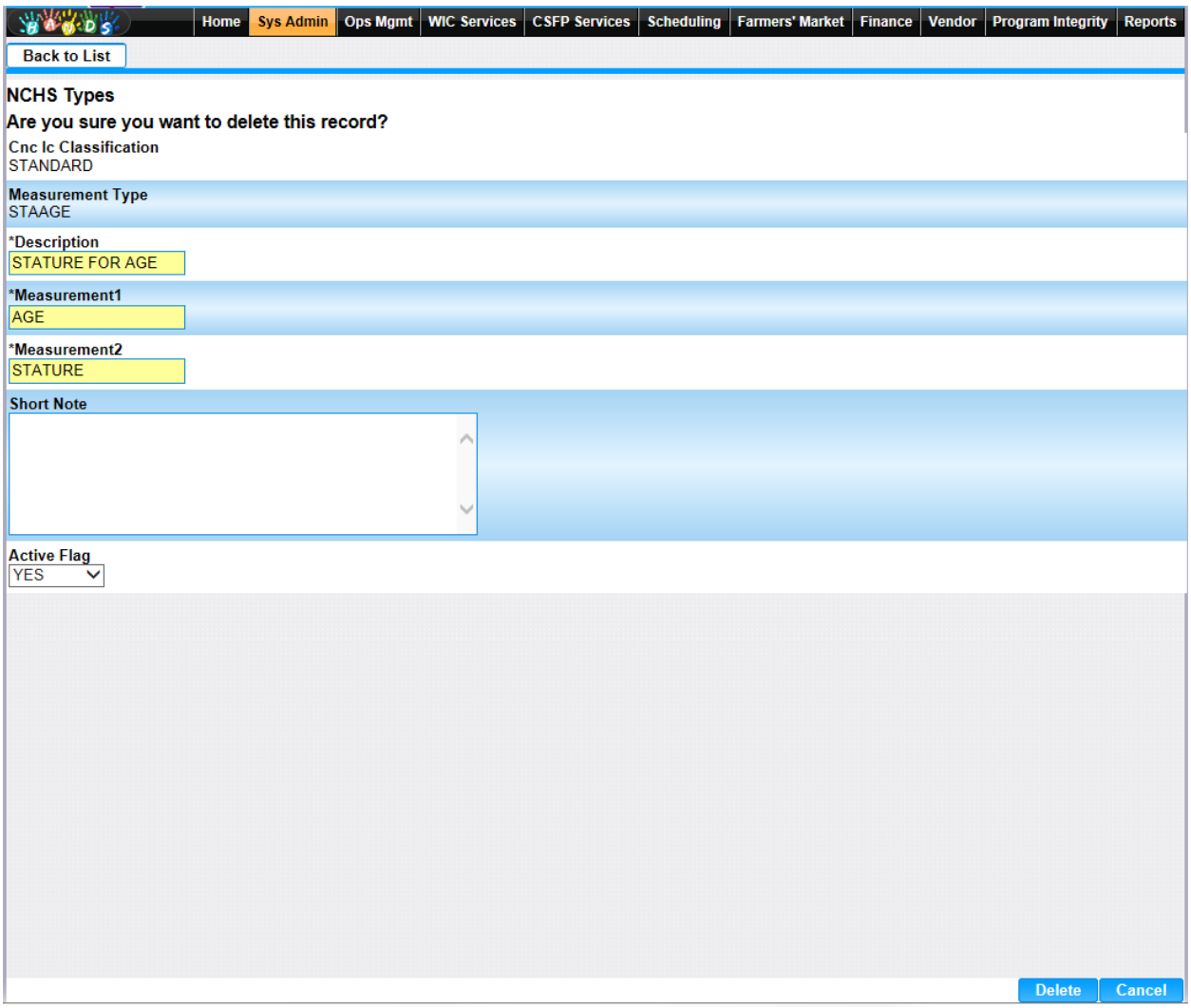


Figure 128: Delete NCHS Types Page

40.3 Add NCHS Types Page

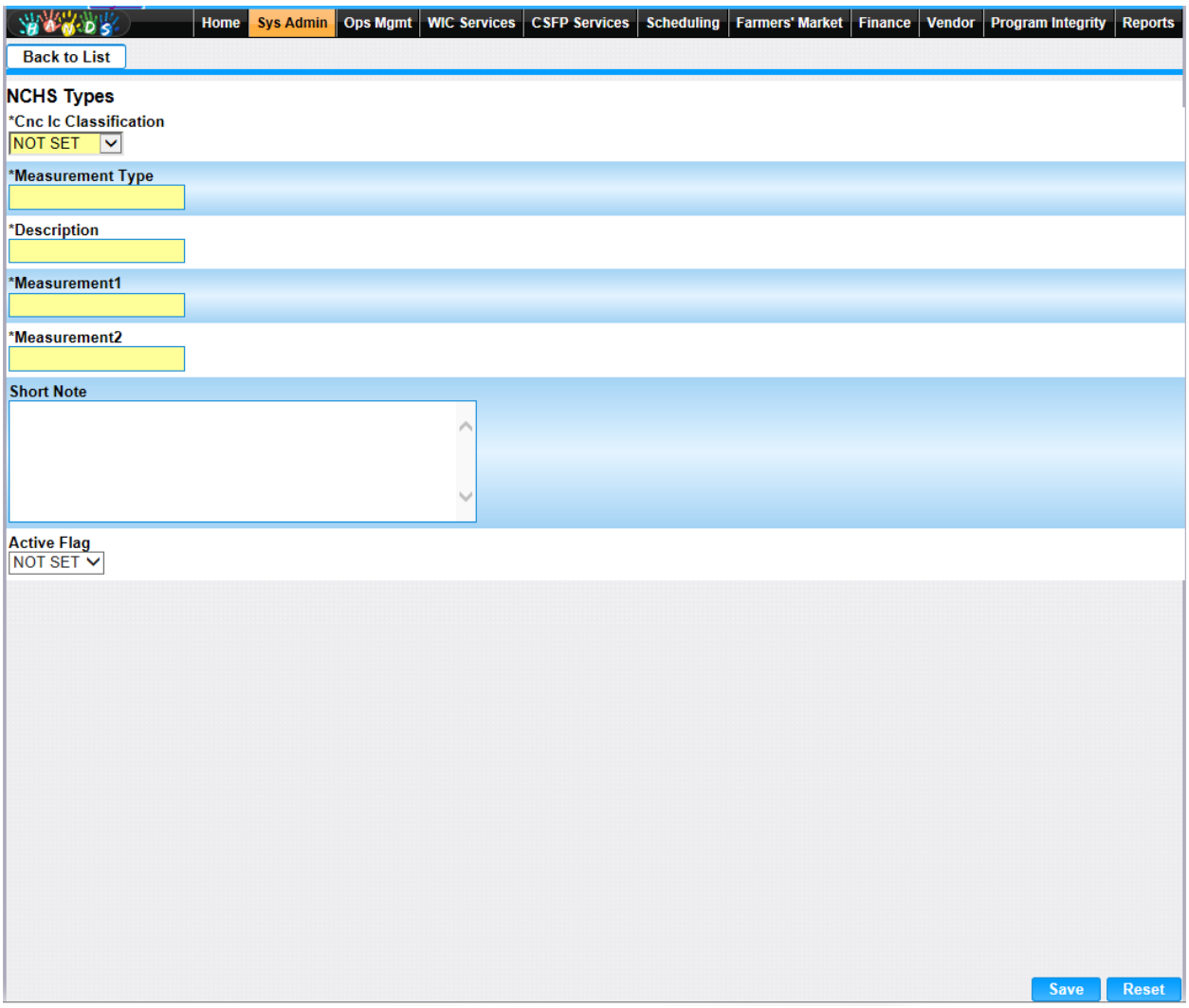
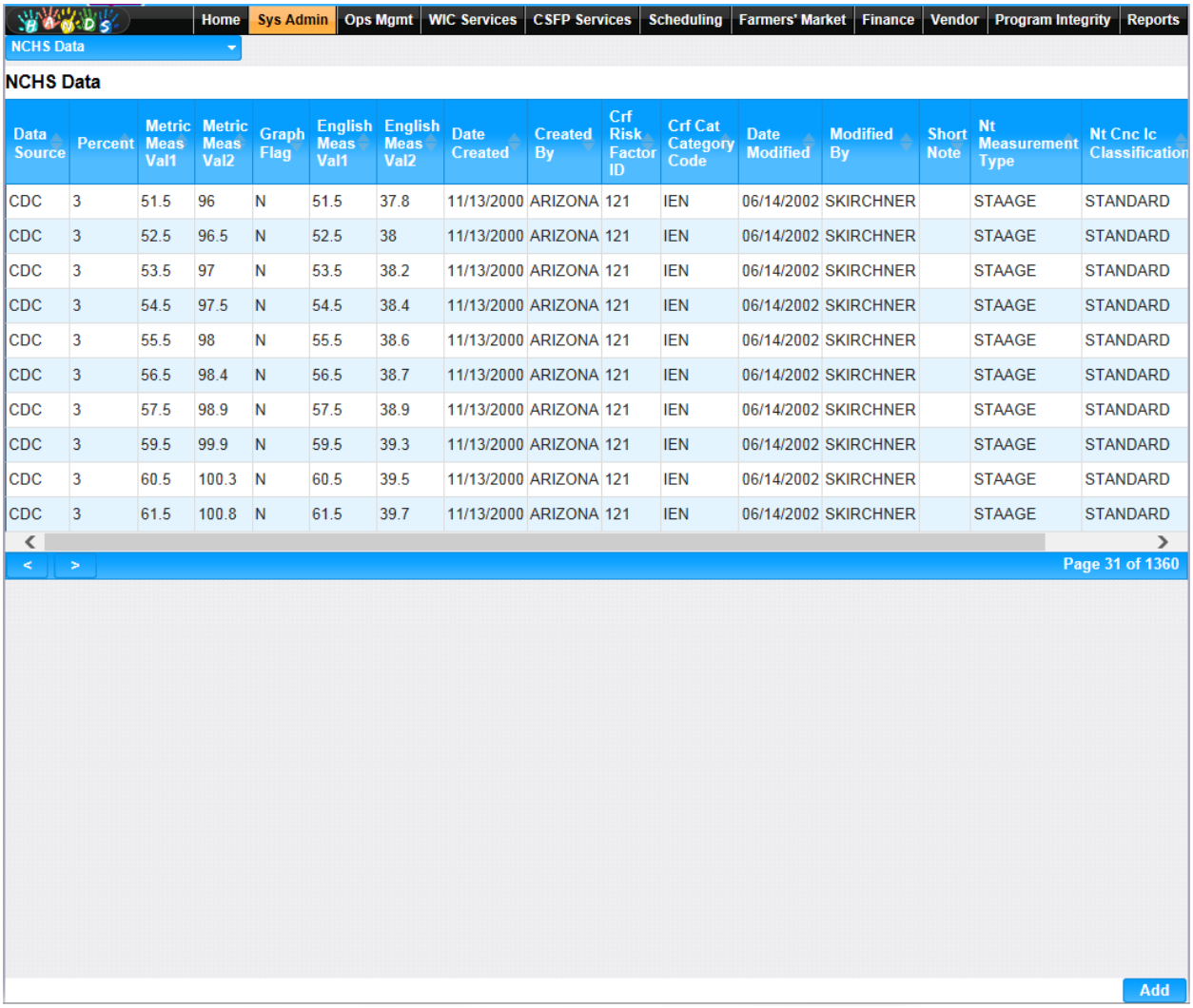


Figure 129: Add NCHS Types Page

41 NCHS DATA

The NCHS Data base table allows for the configuration of anthropometric measurement range statistics used to indicate health risk factors during the certification and enrollment process.

Navigation Path: Sys Admin | WIC Base Tables | NCHS Data



Data Source	Percent	Metric Meas Val1	Metric Meas Val2	Graph Flag	English Meas Val1	English Meas Val2	Date Created	Created By	Crf Risk Factor ID	Crf Cat Category Code	Date Modified	Modified By	Short Note	Nt Measurement Type	Nt Cnc Ic Classificatio
CDC	3	51.5	96	N	51.5	37.8	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	52.5	96.5	N	52.5	38	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	53.5	97	N	53.5	38.2	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	54.5	97.5	N	54.5	38.4	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	55.5	98	N	55.5	38.6	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	56.5	98.4	N	56.5	38.7	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	57.5	98.9	N	57.5	38.9	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	59.5	99.9	N	59.5	39.3	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	60.5	100.3	N	60.5	39.5	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD
CDC	3	61.5	100.8	N	61.5	39.7	11/13/2000	ARIZONA	121	IEN	06/14/2002	SKIRCHNER		STAAGE	STANDARD

Figure 130: NCHS Data

Fields:

- **Data Source –** The source of the anthropometric measurement statistical data.
- **Percent –** The overall population percentile sharing the anthropometric measurements.
- **Metric Meas Val1 –** The first measurement value (in Metric standard) associated with the Nt Measurement Type[49].
- **Metric Meas Val2 –** The second measurement value (in Metric standard) associated with the Nt Measurement Type[50].

[49] Refer to section 40, NCHS Types for details

- **Graph Flag –** A Yes/No indicator of if the data record should be included in the graph for the Nt Measurement Type.
- **English Meas Val1 –** The first measurement value (in English standard) associated with the Nt Measurement Type[51].
- **English Meas Val2 –** The second measurement value (in English standard) associated with the Nt Measurement Type[52].
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Crf Risk Factor ID**[53] **–** A dropdown list of available Risk Factor ID's.
- **Crf Cat Category Code**[54] **–** A dropdown list of available client category codes.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Short Note –** A free text field used for storing notes specific to the record.
- **Nt Measurement Type**[55] **–** A dropdown list of available measurement types.
- **Nt Cnc lc Classification**[56] **–** A dropdown list of available classification types.
- **Gender –** A M/F indicator of if the measurement record is associated with a Male or Female.
- **(Edit Icon) –** When selected navigation will switch to the Edit NCHS Data Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete NCHS Data Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add NCHS Data Page.

Calculation(s): None

Background Processes:

1. *System validates all required fields are entered when adding an NCHS Data record.*

[50] Refer to section 40, NCHS Types for details
[51] Refer to section 40, NCHS Types for details
[52] Refer to section 40, NCHS Types for details
[53] Refer to the "HANDS DFDD EnrollandCert" document for details
[54] Refer to section 12, Category Groups for details
[55] Refer to section 40, NCHS Types for details
[56] Refer to section 39, NCHS Classifications for details

41.1 Edit NCHS Data Page

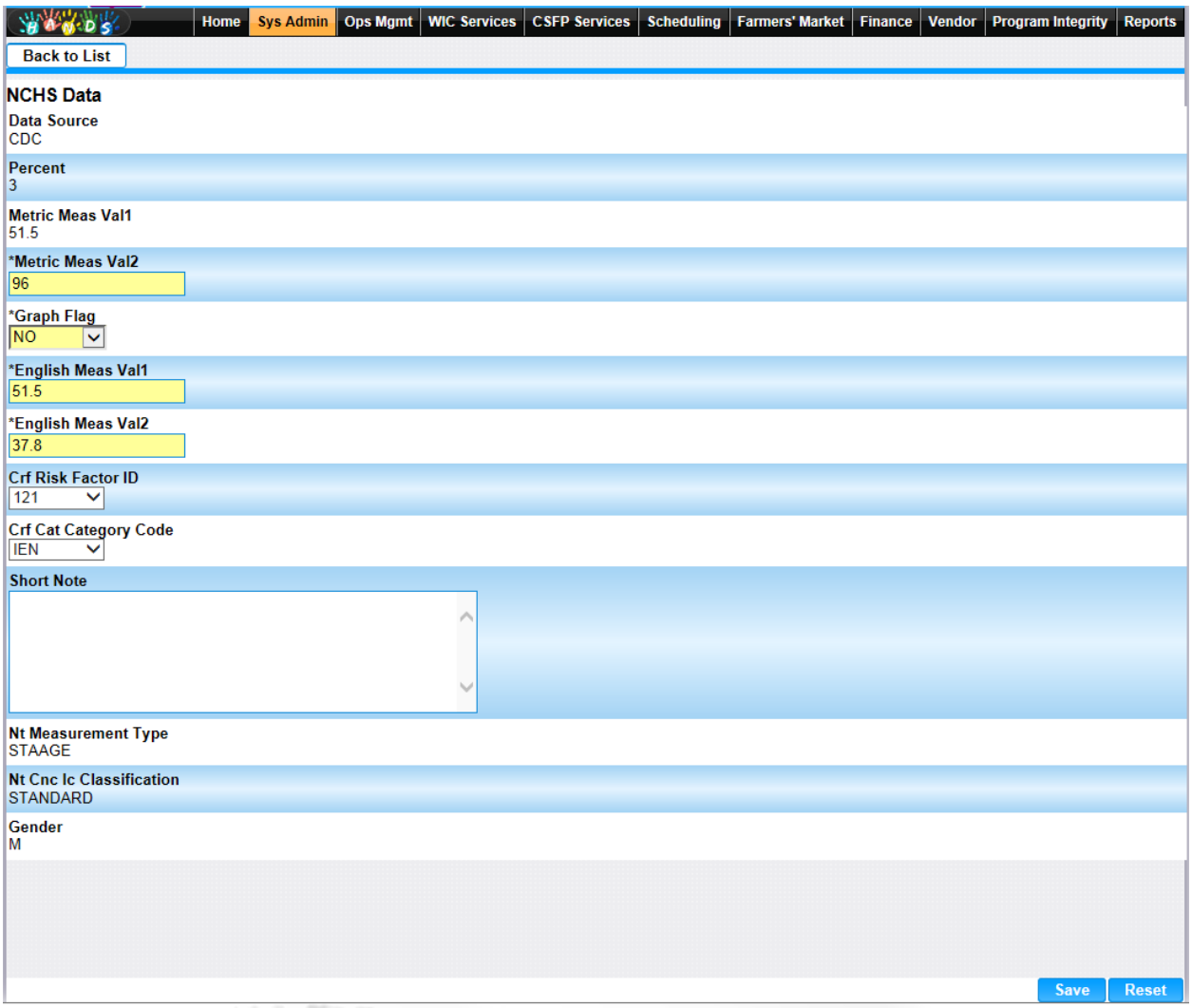


Figure 131: Edit NCHS Data Page

41.2 Delete NCHS Data Page

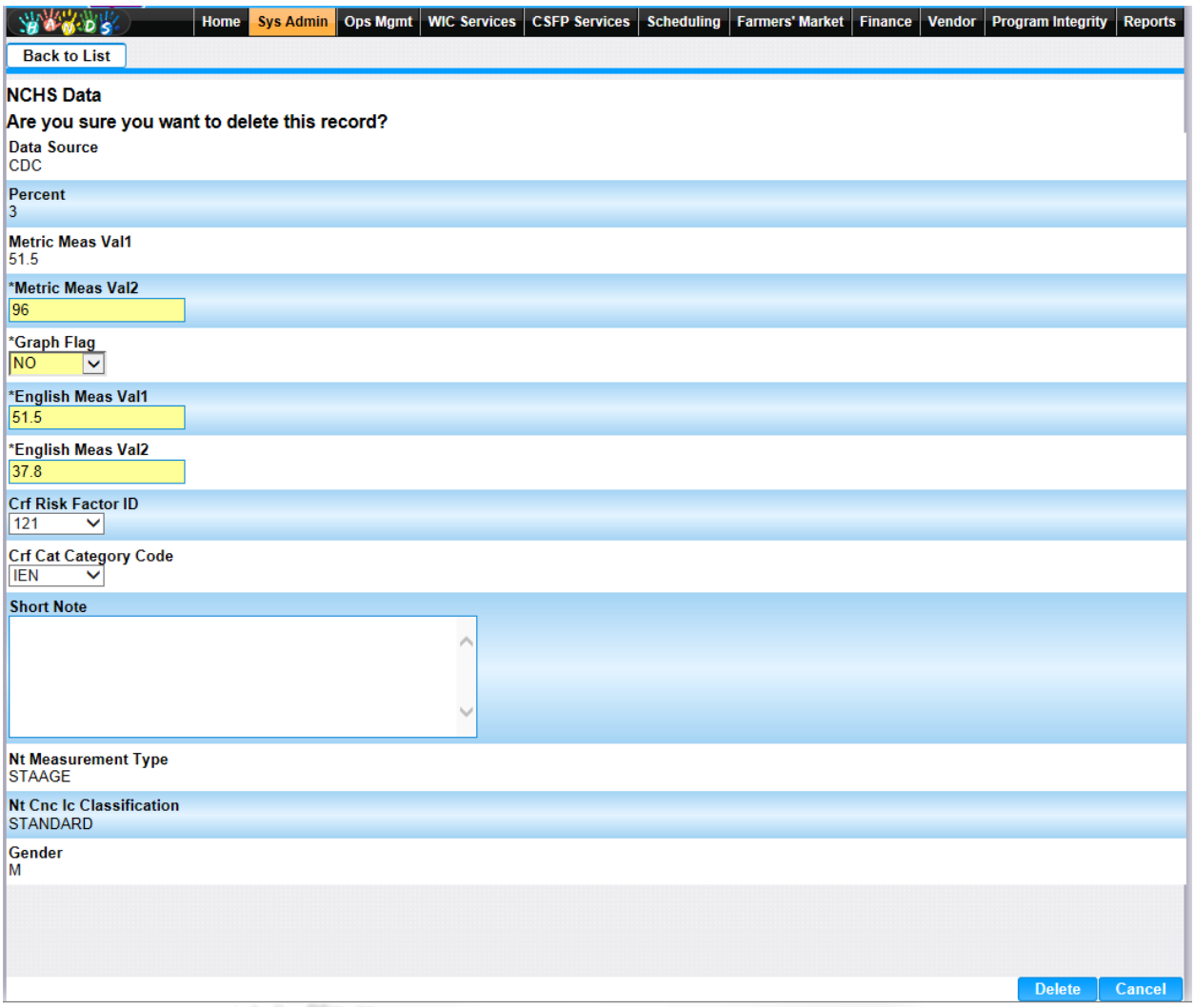


Figure 132: Delete NCHS Data Page

41.3 Add NCHS Data Page

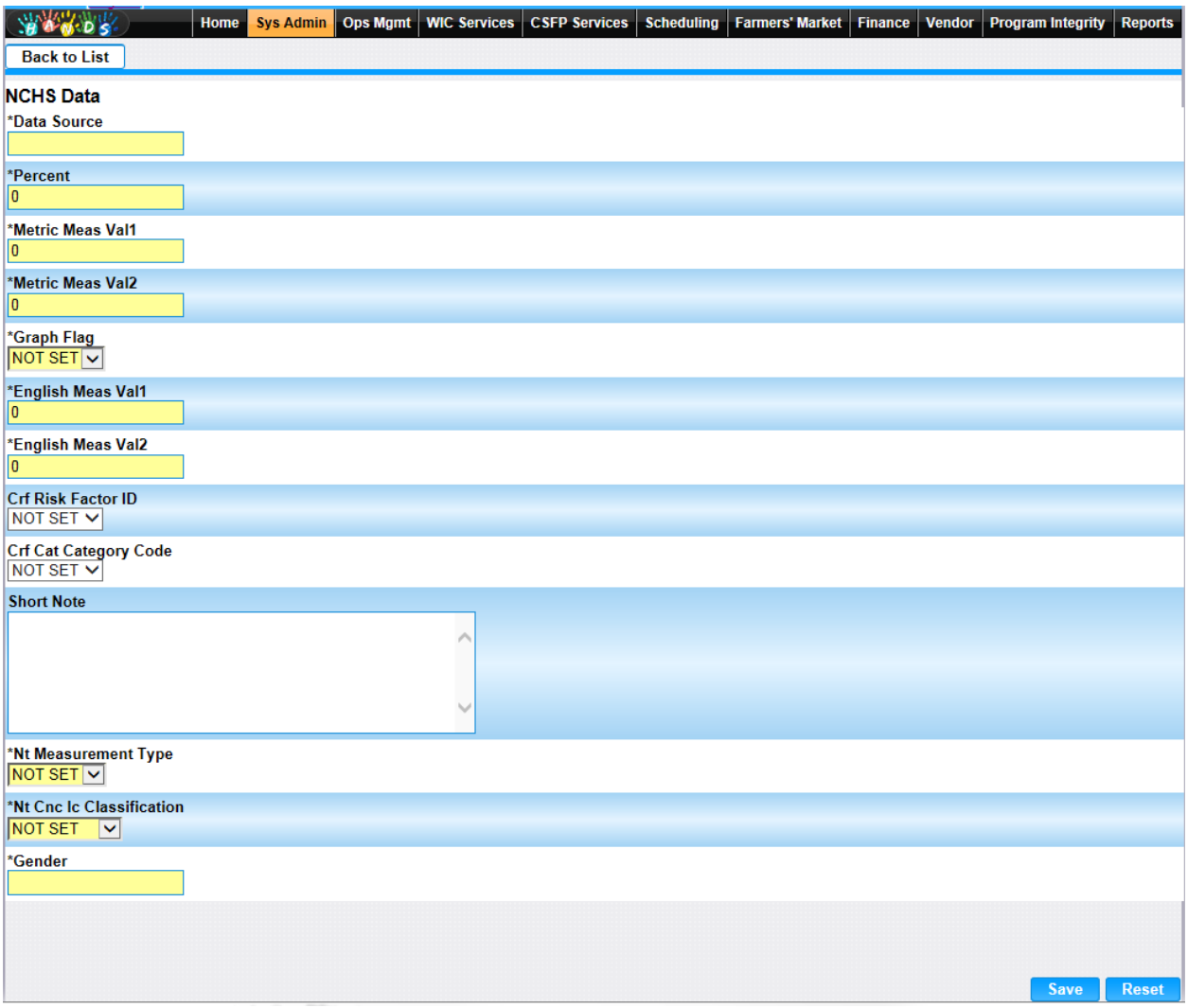


Figure 133: Add NCHS Data Page

42 NO CONTACT REASONS

The No Contact Reasons base table allows for the configuration of why clinic staff was not able to make contact with a client.

Navigation Path: Sys Admin | WIC Base Tables | No Contact Reasons

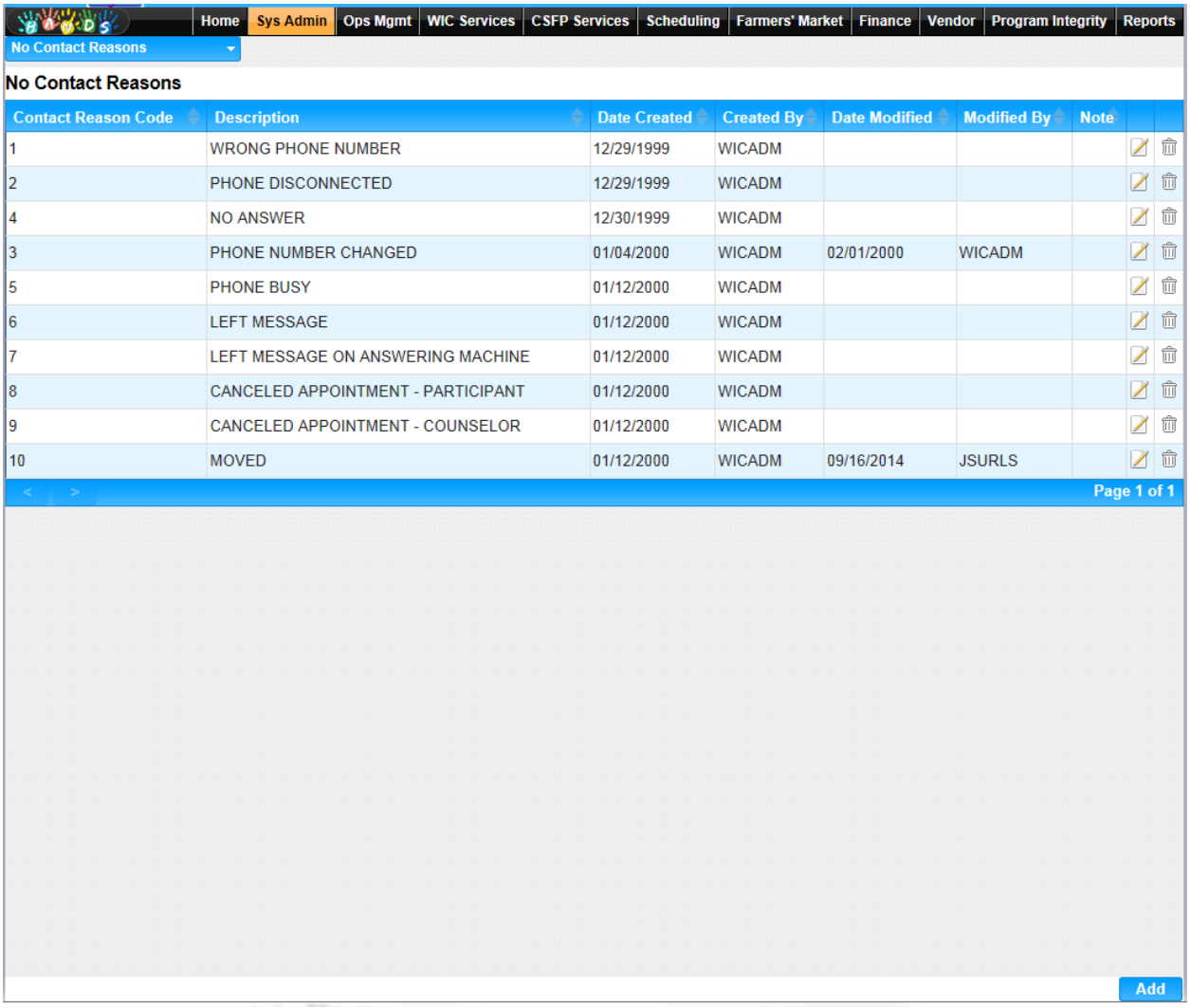


Figure 134: No Contact Reasons

Fields:

- **Contact Reason Code –** A user number with a maximum length of 10 used to uniquely define the no contact reason type within HANDS.
- **Description –** A verbose description of the no contact reason type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit No Contact Reasons Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete No Contact Reasons Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add No Contact Reasons Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value entered in the Description field.*
2. *On Add, the system validates if there is a value entered in the Contact Reason Code and Description fields.*

42.1 Edit Not Contact Reasons Page

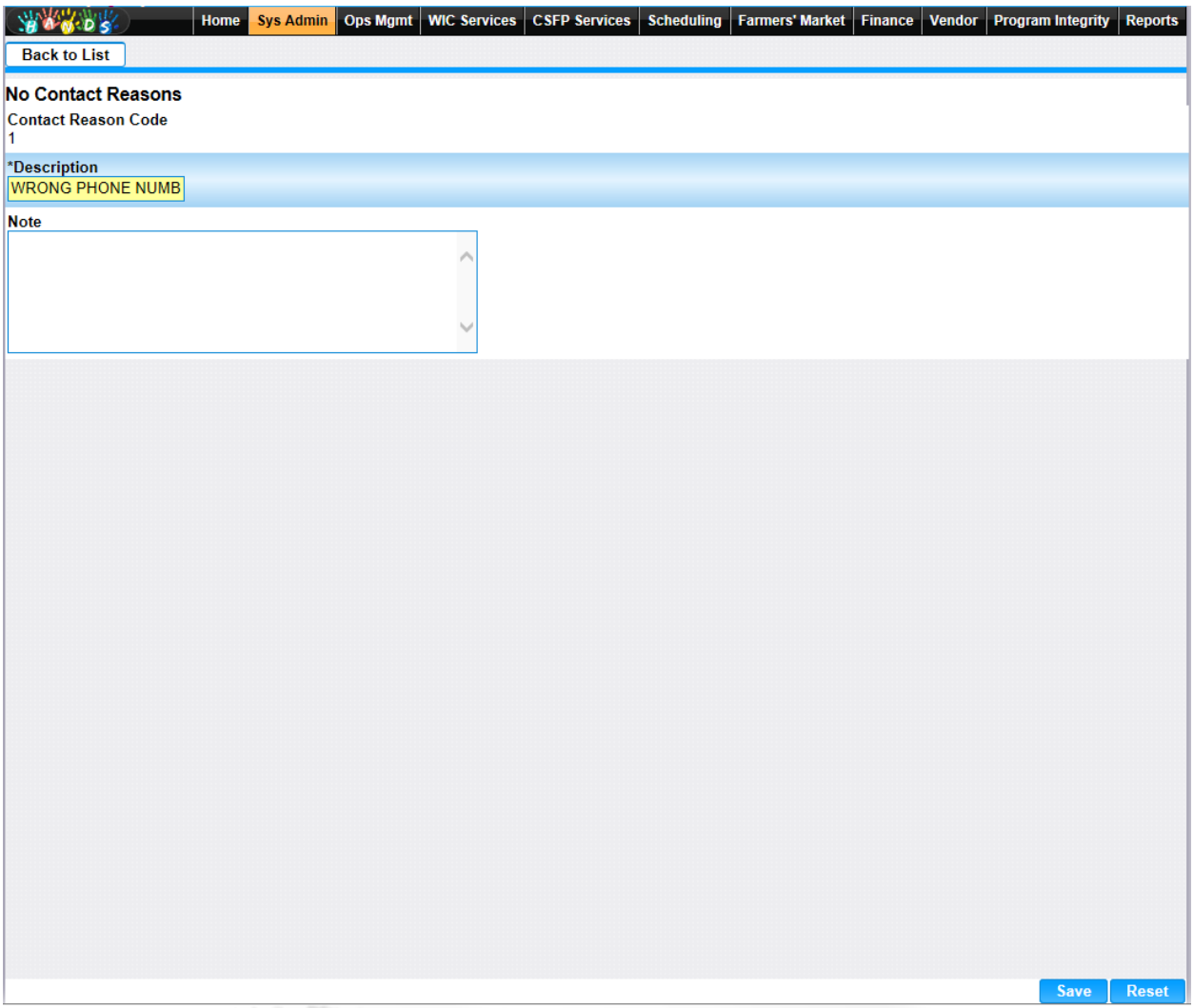


Figure 135: Edit No Contact Reasons Page

42.2 Delete Not Contact Reasons Page

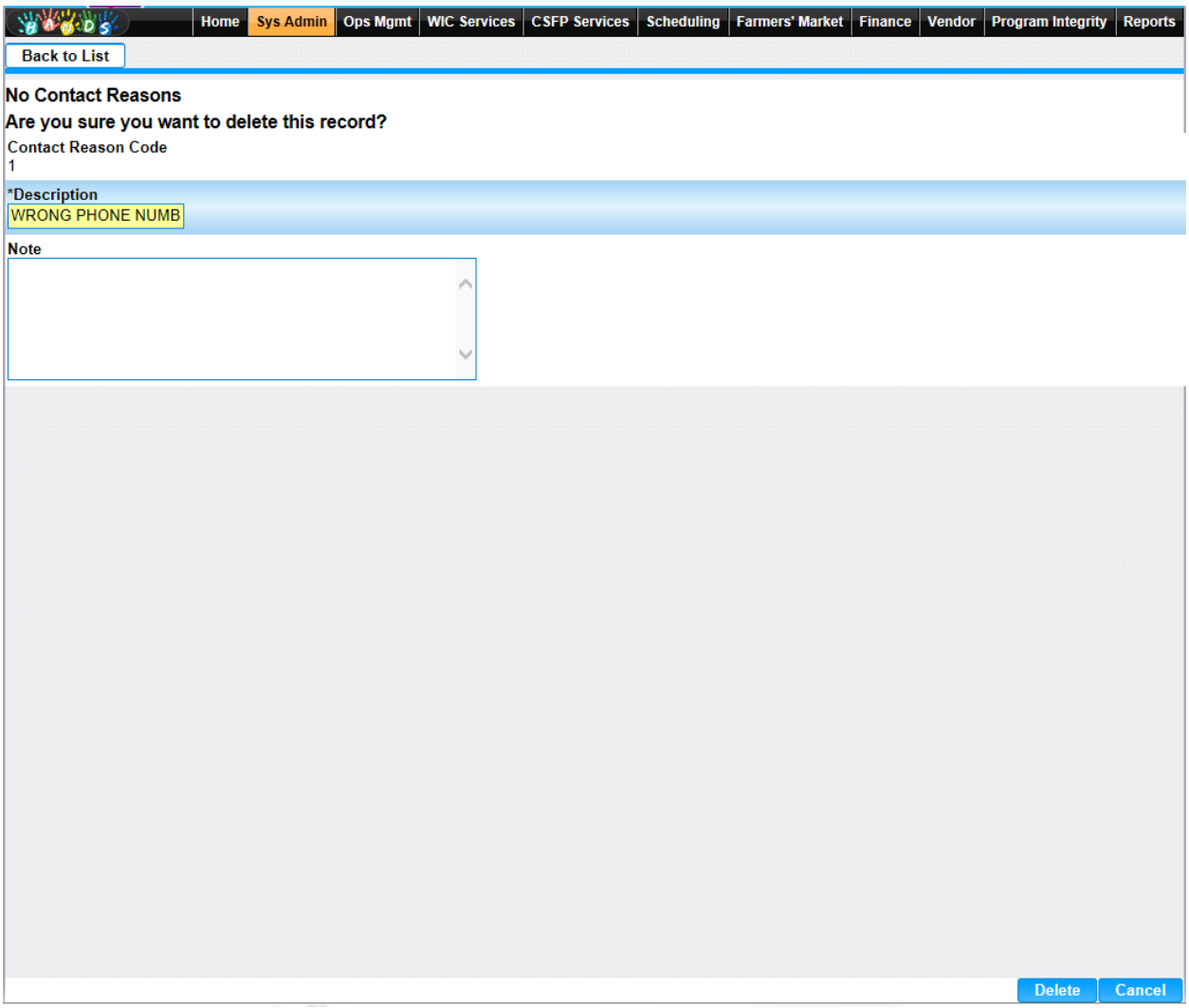


Figure 136: Delete No Contact Reasons Page

42.3 Add Not Contact Reasons Page

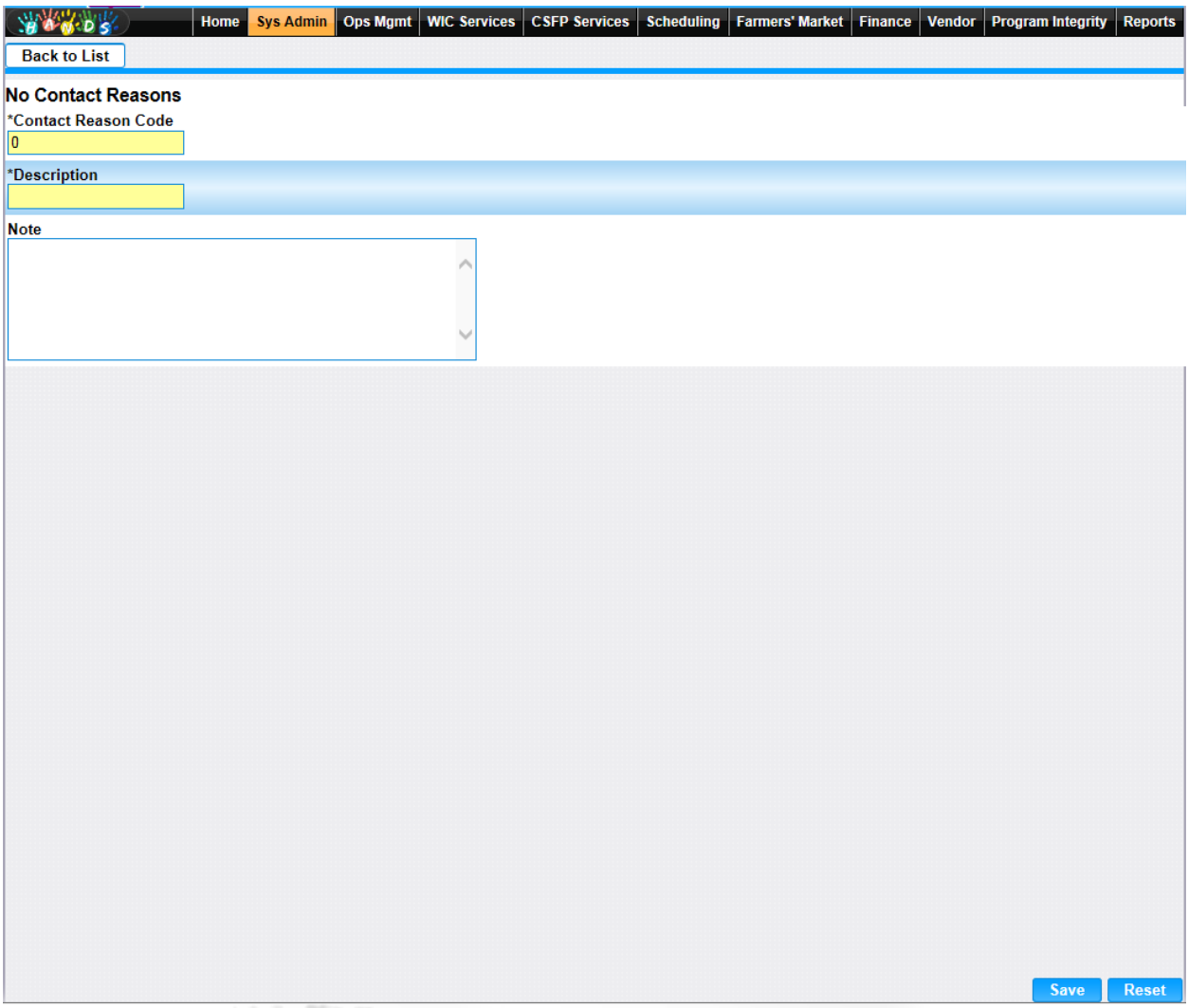


Figure 137: Add No Contact Reasons Page

43 NOTE TYPES

The Notes Types base table allows for the configuration of note types.

Navigation Path: Sys Admin | WIC Base Tables | Note Types

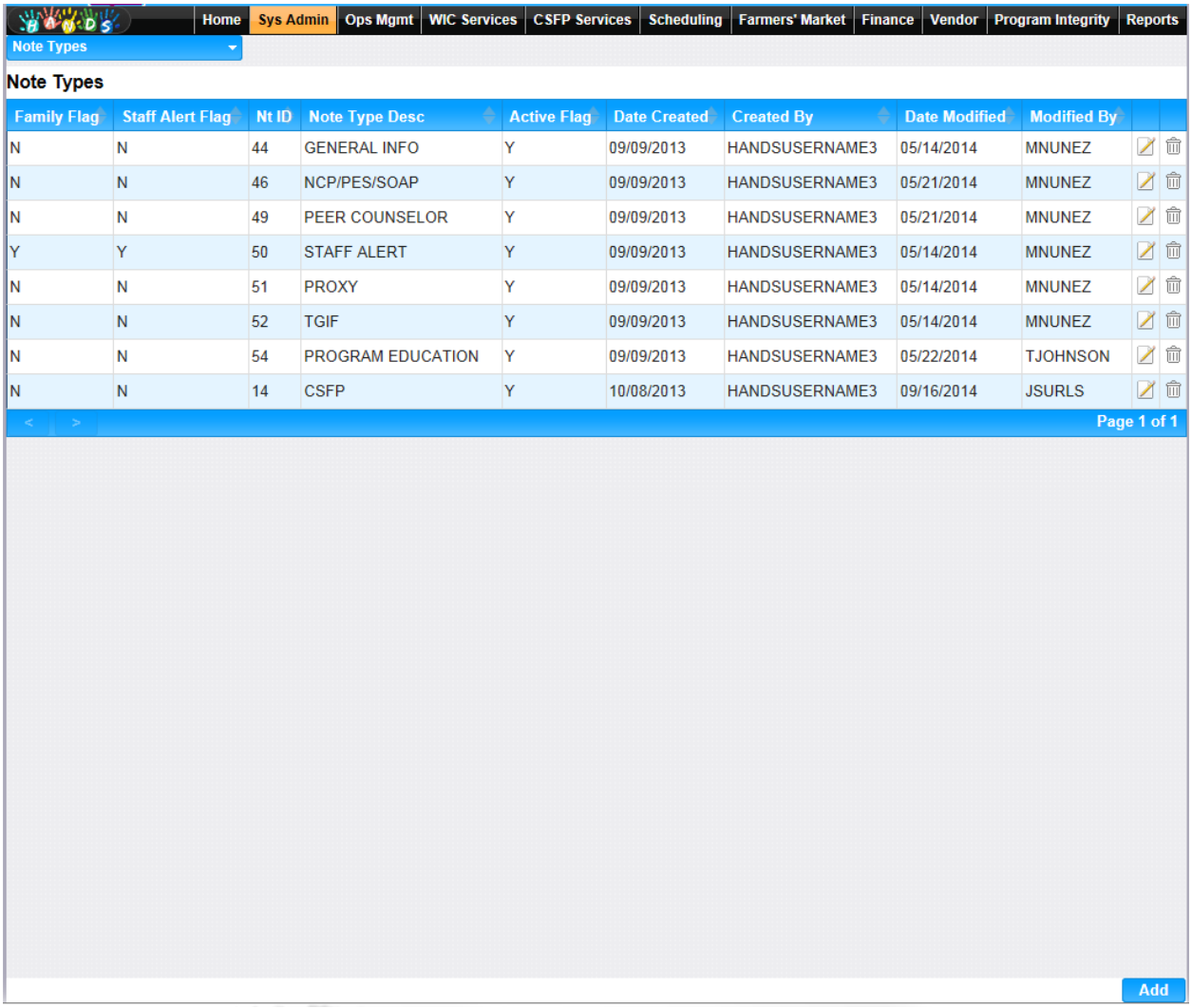


Figure 138: Note Types

Fields:

- **Family Flag –** A Yes/No indicator of if the note type is associated with a family.
- **Staff Alert Flag –** A Yes/No indicator of if the note type should raise an alert to other staff members.
- **Nt ID –** The system generated id used to uniquely define the note type within HANDS.
- **Note Type Desc –** The verbose description of the note type.
- **Active Flag –** A Yes/No indicator of if the note type active.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.

- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Note Types Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Note Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Note Types Page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates if there is a value entered in the Family Flag, Staff Alert Flag, Note Type Desc, and Active Flag fields.*

43.1 Edit Note Types Page

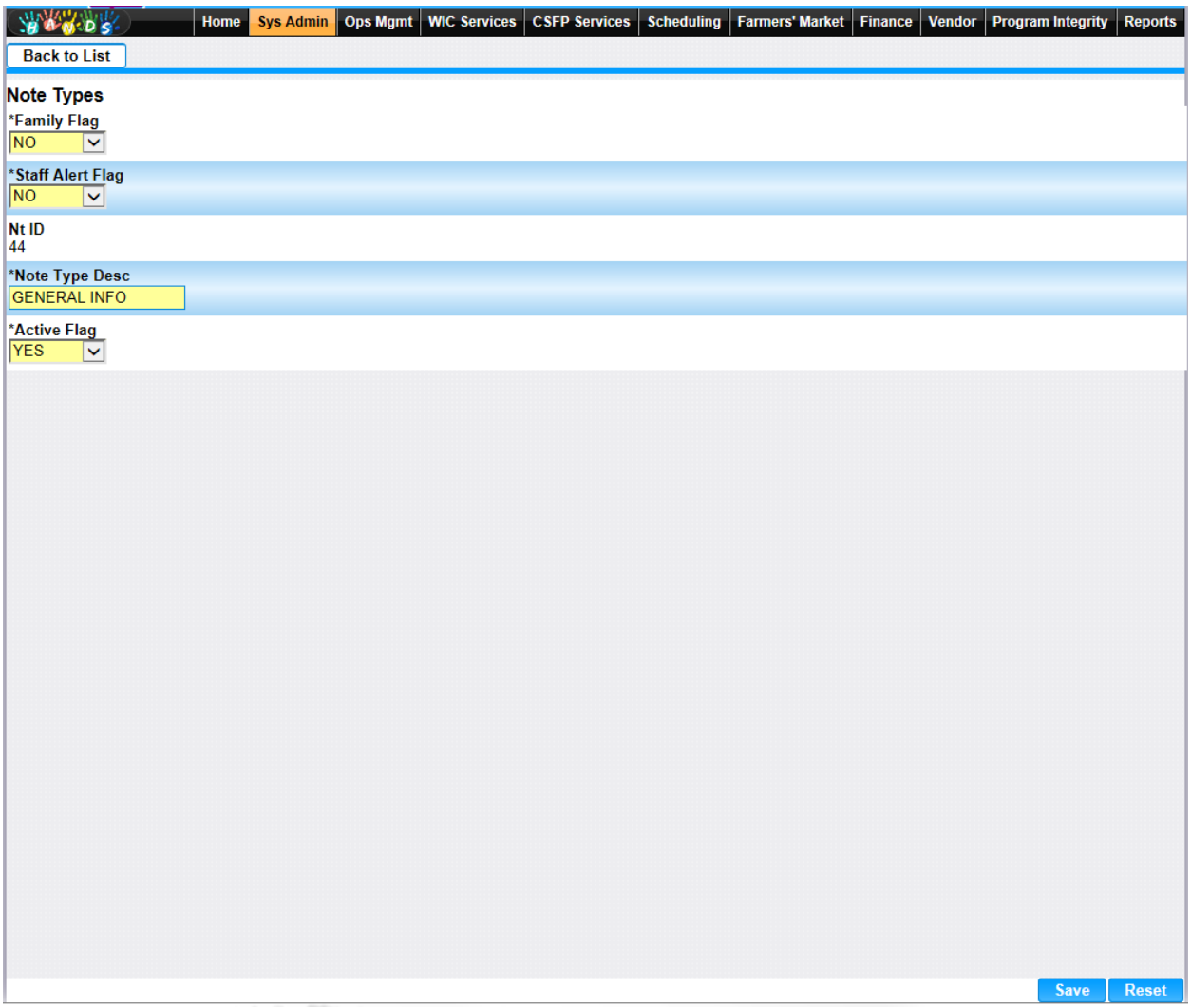


Figure 139: Edit Note Types Page

43.2 Delete Note Types Page

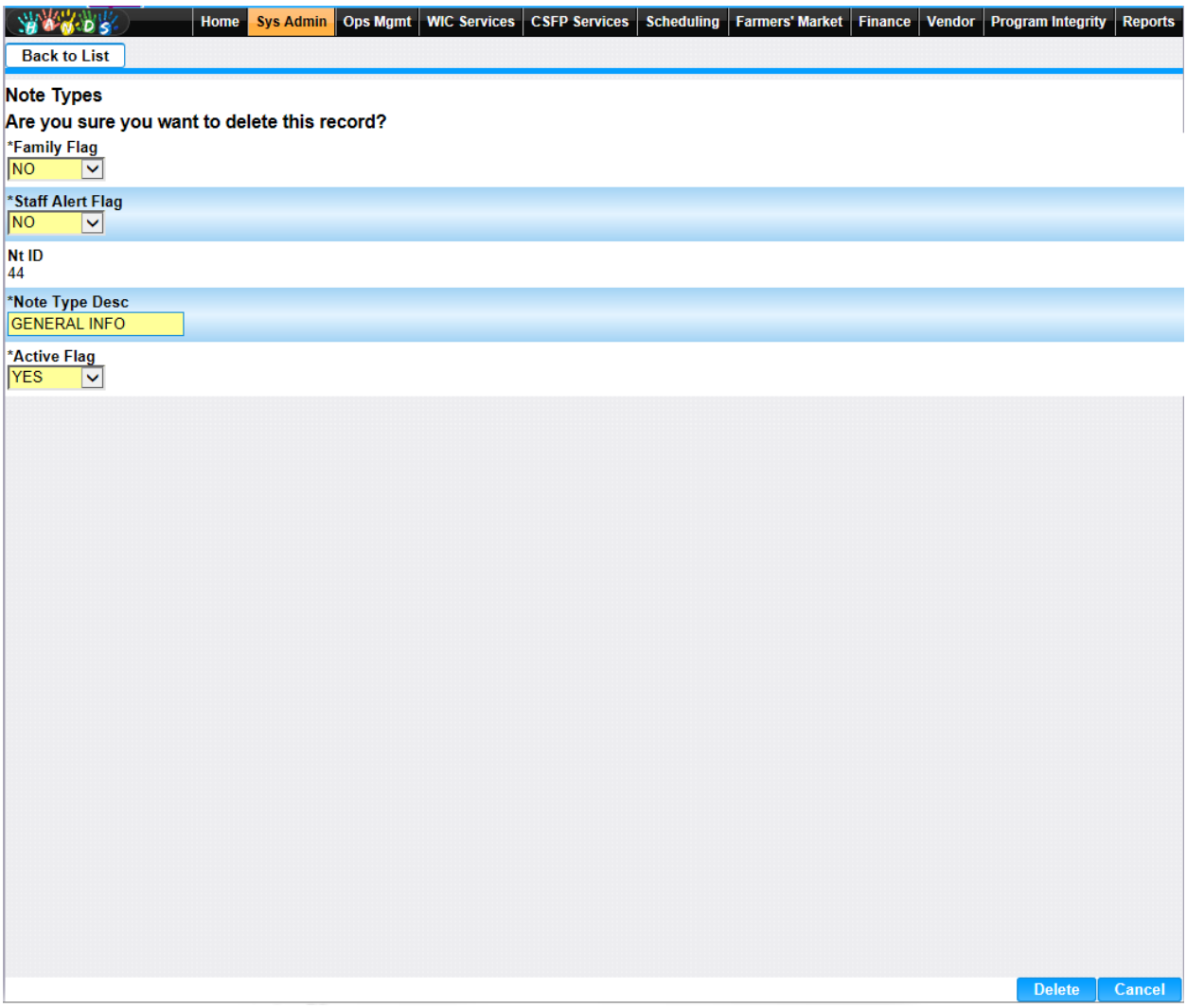


Figure 140: Delete Note Types Page

43.3 Add Note Types Page

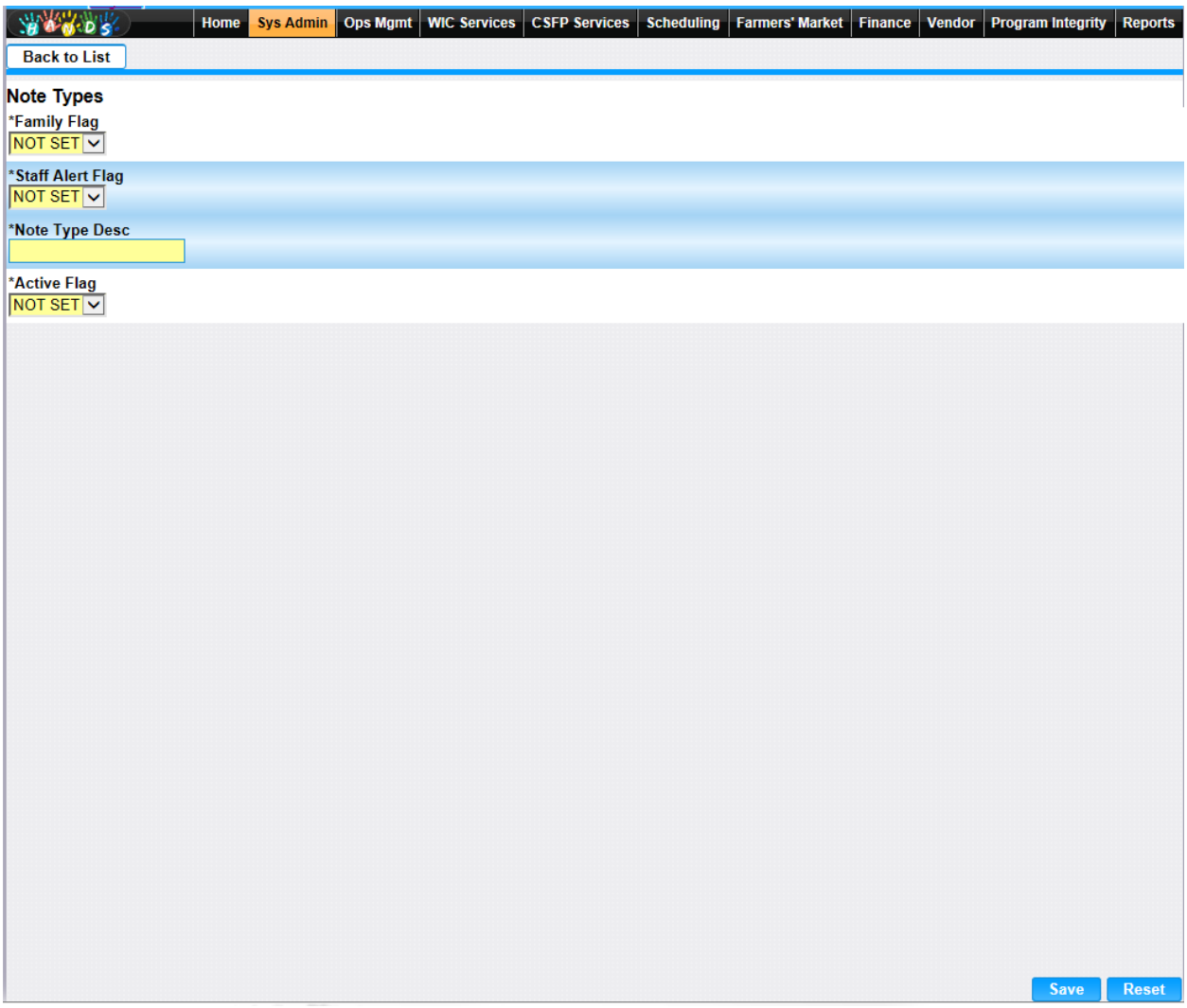
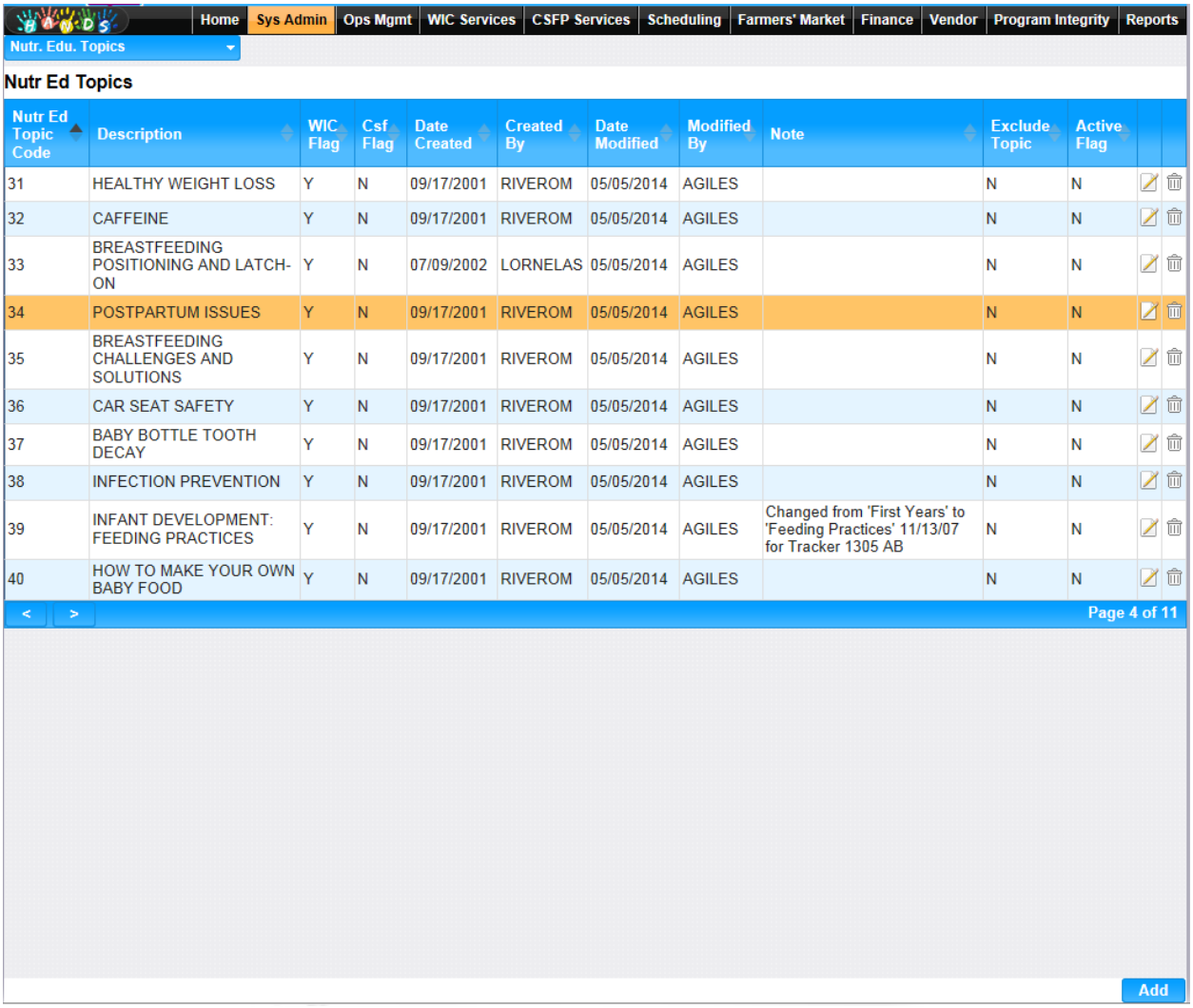


Figure 141: Add Note Types Page

44 NUTR ED TOPICS

The Nutr Ed Topics base table allows for the configuration of Nutrition Education topics.

Navigation Path: Sys Admin | WIC Base Tables | Nutr Ed Topics



Nutr Ed Topic Code	Description	WIC Flag	Csf Flag	Date Created	Created By	Date Modified	Modified By	Note	Exclude Topic	Active Flag
31	HEALTHY WEIGHT LOSS	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
32	CAFFEINE	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
33	BREASTFEEDING POSITIONING AND LATCH-ON	Y	N	07/09/2002	LORNELAS	05/05/2014	AGILES		N	N
34	POSTPARTUM ISSUES	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
35	BREASTFEEDING CHALLENGES AND SOLUTIONS	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
36	CAR SEAT SAFETY	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
37	BABY BOTTLE TOOTH DECAY	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
38	INFECTION PREVENTION	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N
39	INFANT DEVELOPMENT: FEEDING PRACTICES	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES	Changed from 'First Years' to 'Feeding Practices' 11/13/07 for Tracker 1305 AB	N	N
40	HOW TO MAKE YOUR OWN BABY FOOD	Y	N	09/17/2001	RIVEROM	05/05/2014	AGILES		N	N

Figure 142: Nutr Ed Topics

Fields:

- **Nutr Ed Topic Code –** A system generated code used to uniquely identify the nutrition education topic.
- **Description –** The verbose description of the nutrition education topic.
- **WIC Flag –** A Yes/No indicator of if the nutrition education topic is relevant to the WIC program.
- **Csf Flag –** A Yes/No indicator of if the nutrition education topic is relevant to the CSF program.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.

- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **Exclude Topic –** A Yes/No indicator whether or not to exclude the topic.
- **Active Flag –** A Yes/No indicator of if the nutrition education topic type is active.
- **(Edit Icon) –** When selected navigation will switch to the Edit Nutr Ed Topics Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Nutr Ed Topics Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Nutr Ed Topics Page.

Calculation(s): None

Background Processes:

1. *The system validates if all the mandatory fields are entered when editing and adding a Nutr Ed Topics record.*

44.1 Edit Nutr Ed Topics Page

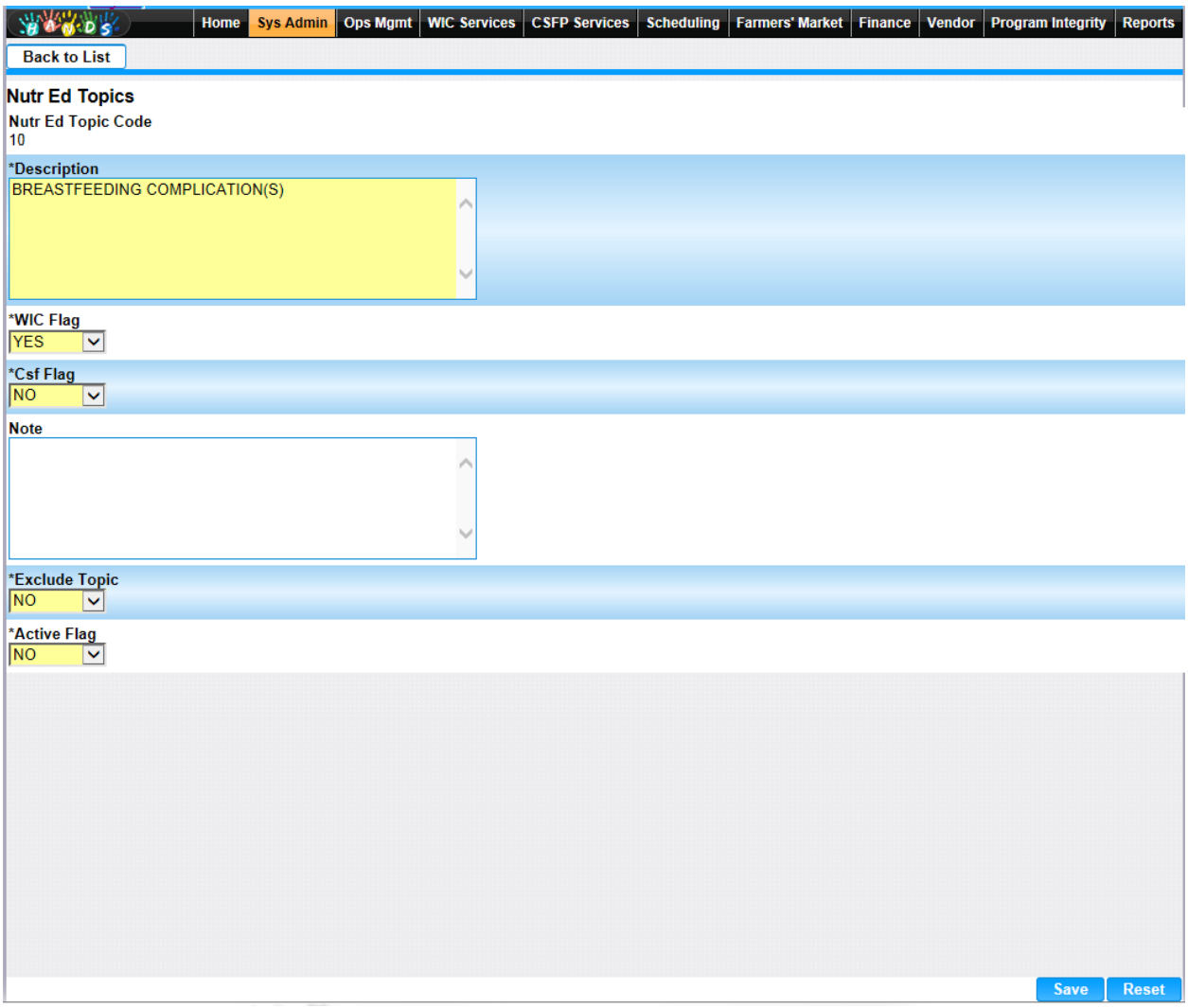


Figure 143: Edit Nutr Ed Topics Page

44.2 Delete Nutr Ed Topics Page

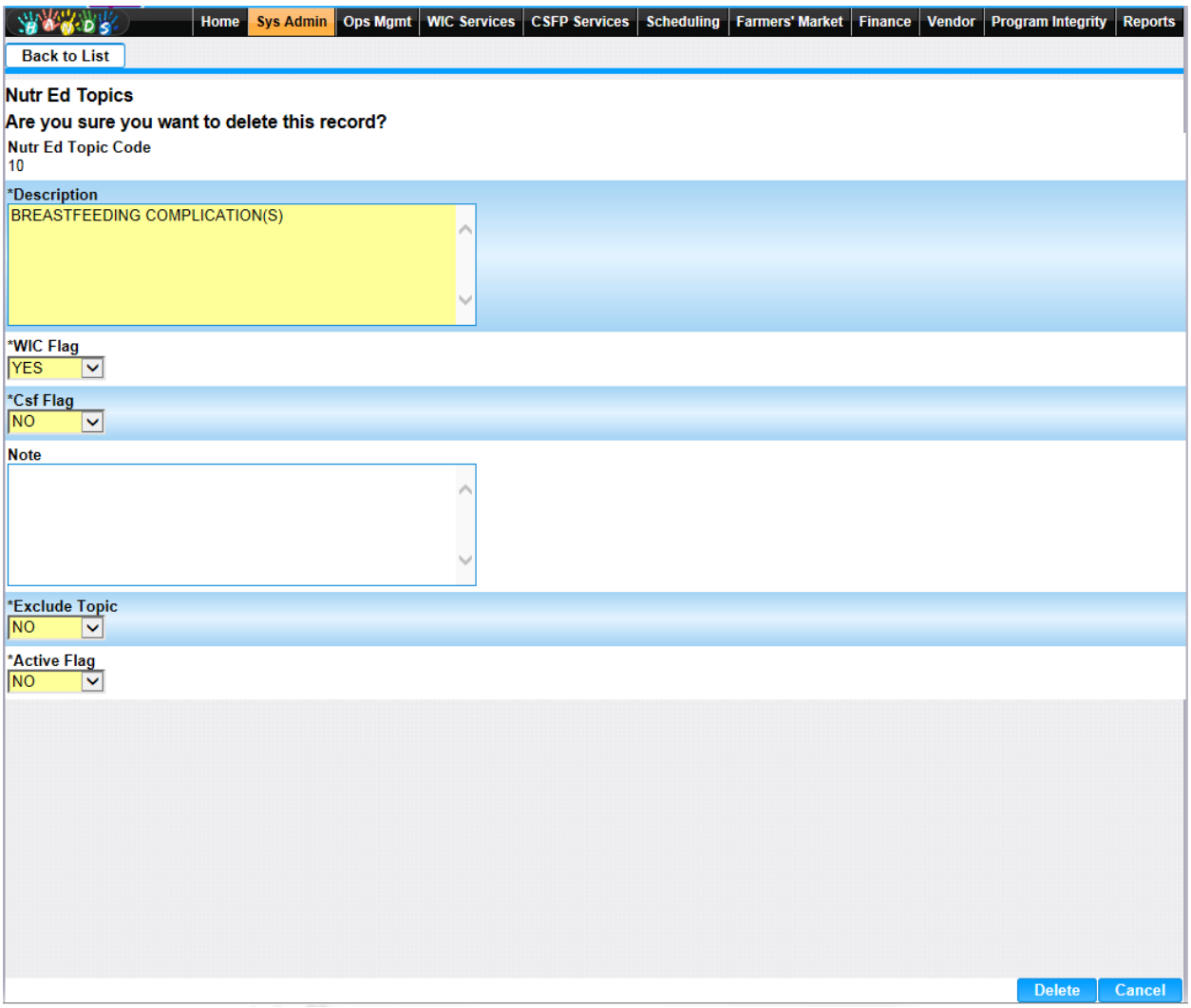


Figure 144: Delete Nutr Ed Topics Page

44.3 Add Nutr Ed Topics Page

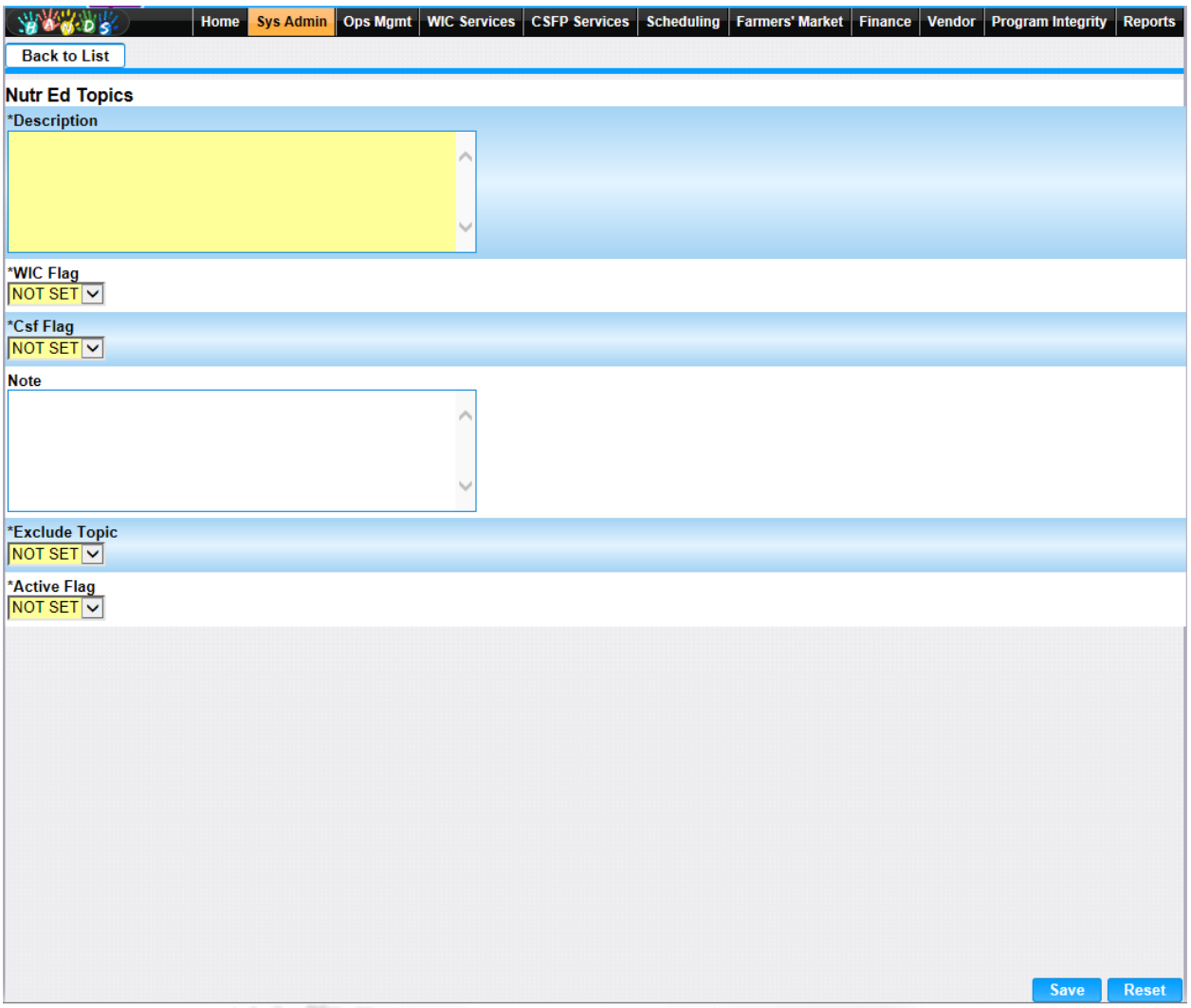


Figure 145: Add Nutr Ed Topics Page

45 ORIGINS

The Origins base table allows for the configuration of origin types.

Navigation Path: Sys Admin | WIC Base Tables | Origins

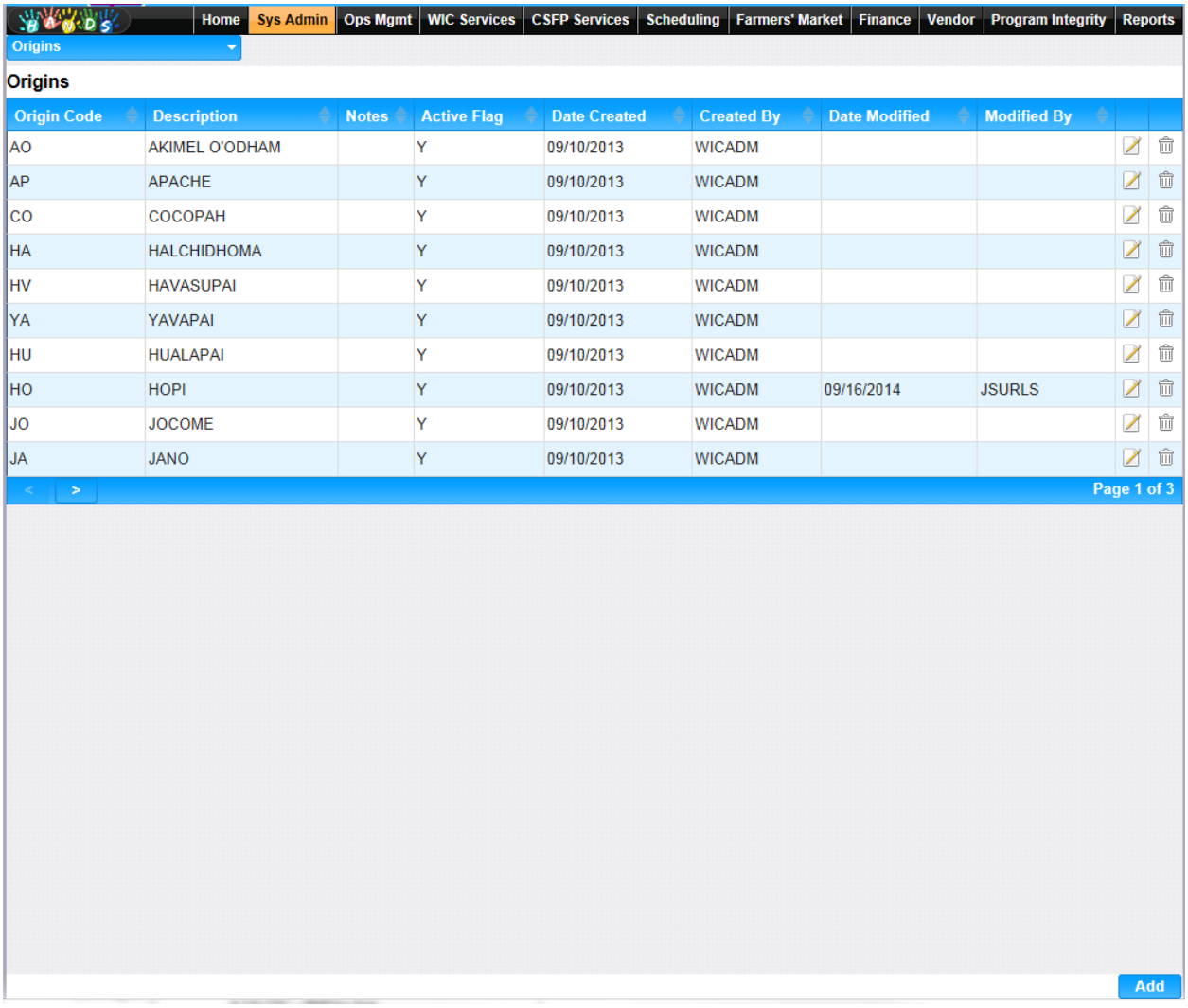


Figure 146: Origins

Fields:

- **Origin Code –** A user defined string with a maximum value of 2 characters use to uniquely identify the origin type within HANDS.
- **Description –** The verbose description of the origin type.
- **Note –** A free text field used for storing notes specific to the record.
- **Active Flag –** A Yes/No indicator of if the origin type is active.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Origins Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Origins Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Origins Page.

Calculation(s): None

Background Processes:

1. *On Edit, the system validates if there is a value entered in the Description and Active Flag fields.*
2. *On Add, the system validates if there is a value entered in the Origin Code, Description, and Active Flag fields.*

45.1 Edit Origins Page

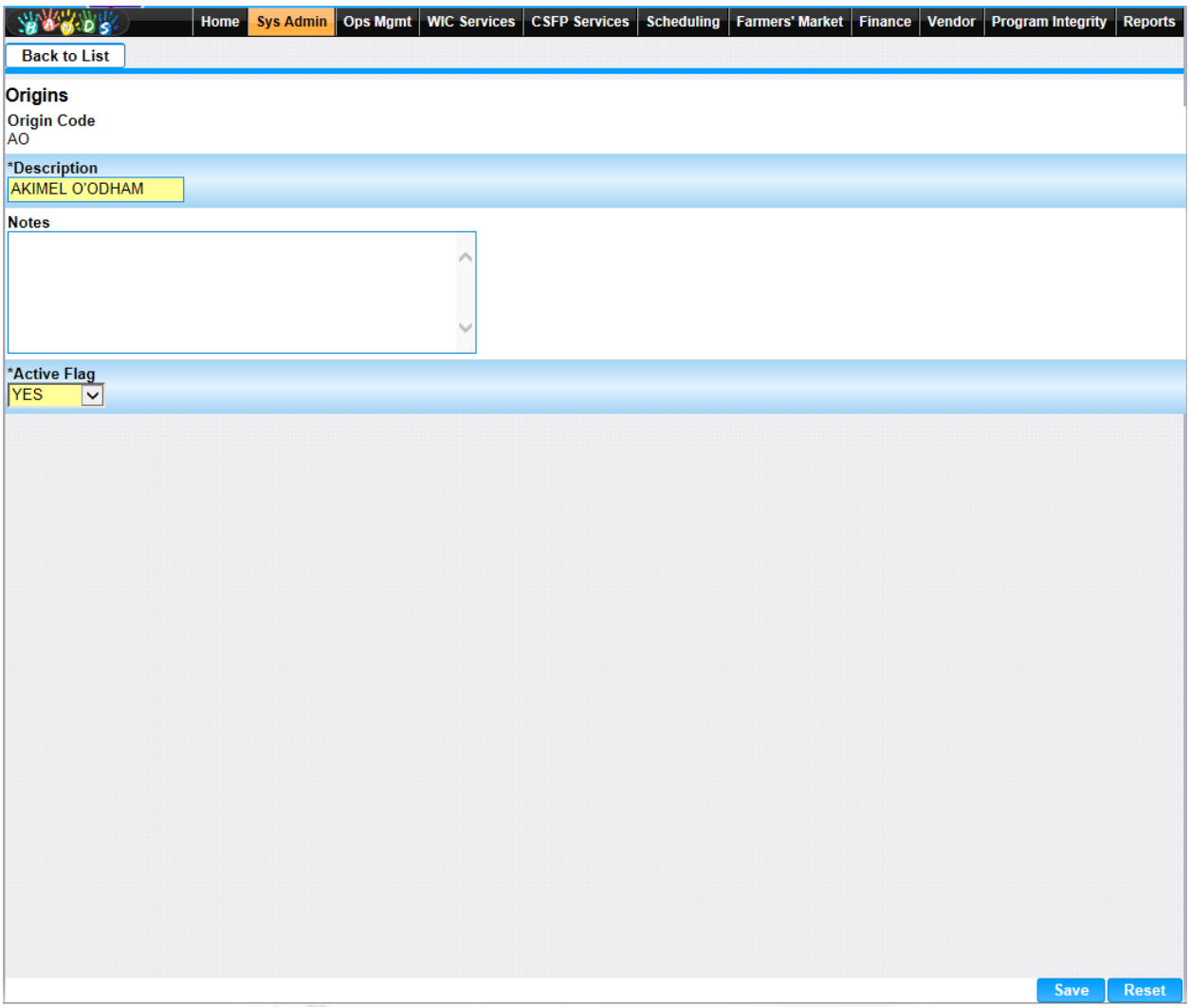


Figure 147: Edit Origins Page

45.2 Delete Origins Page

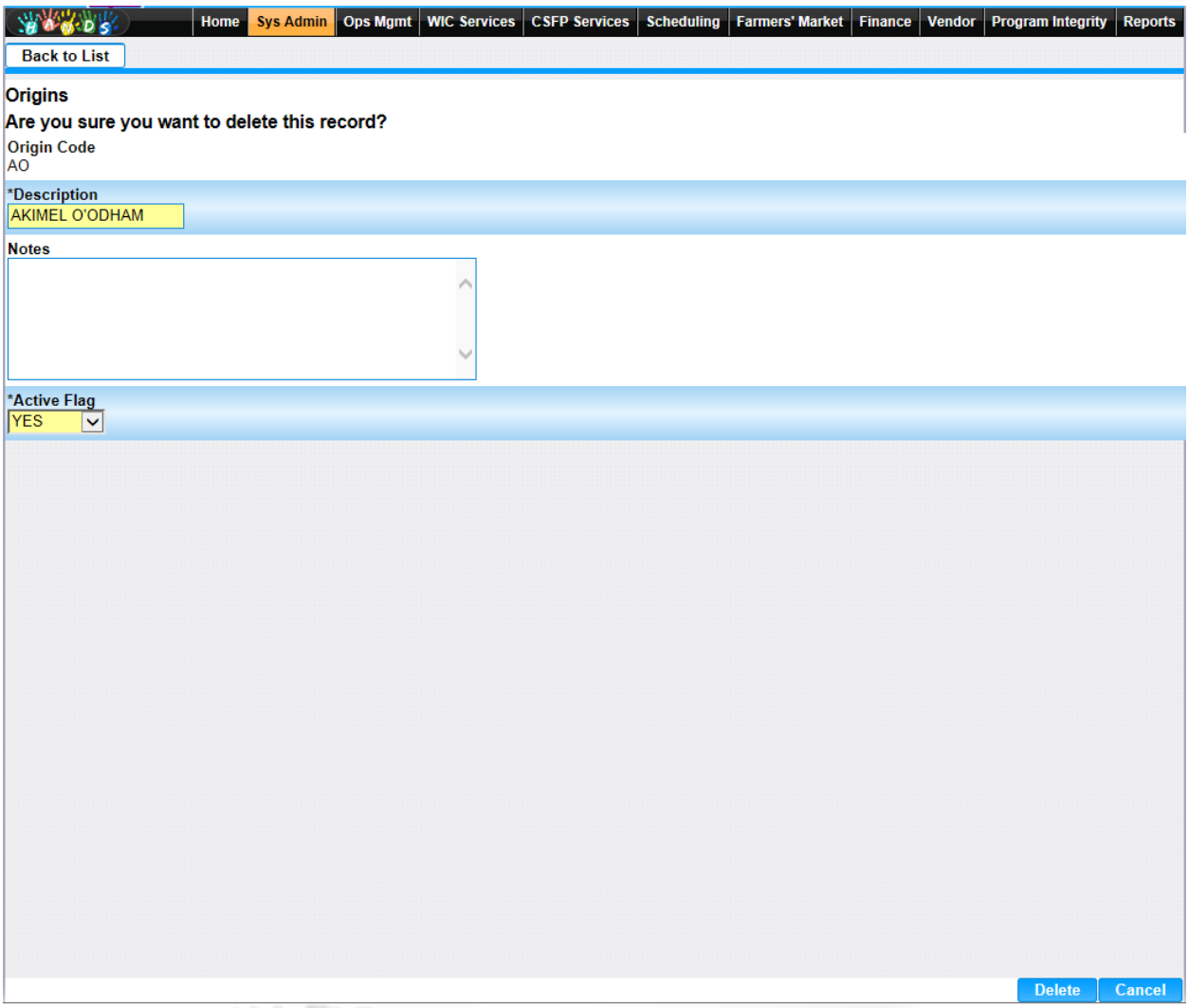


Figure 148: Delete Origins Page

45.3 Add Origins Page

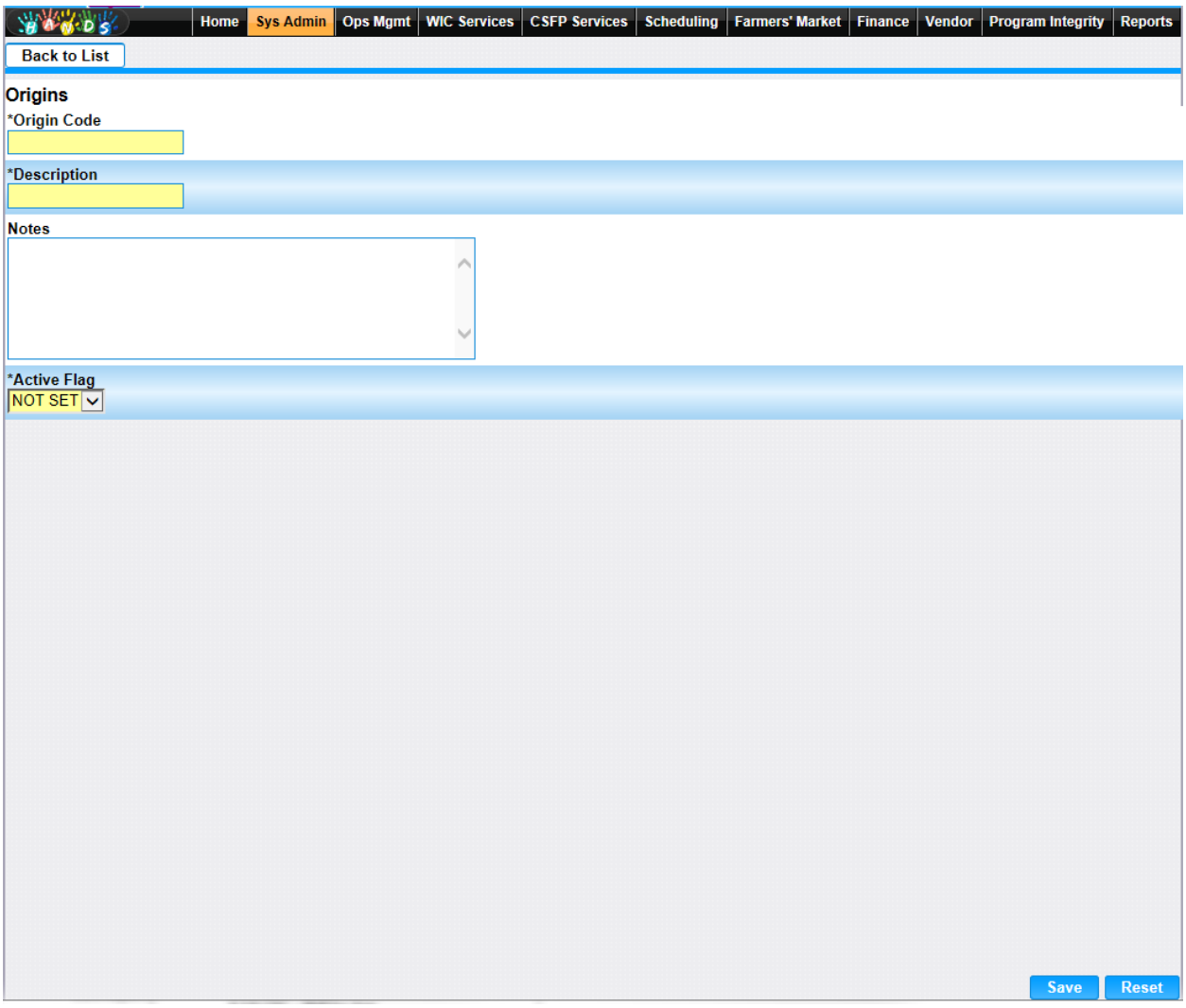
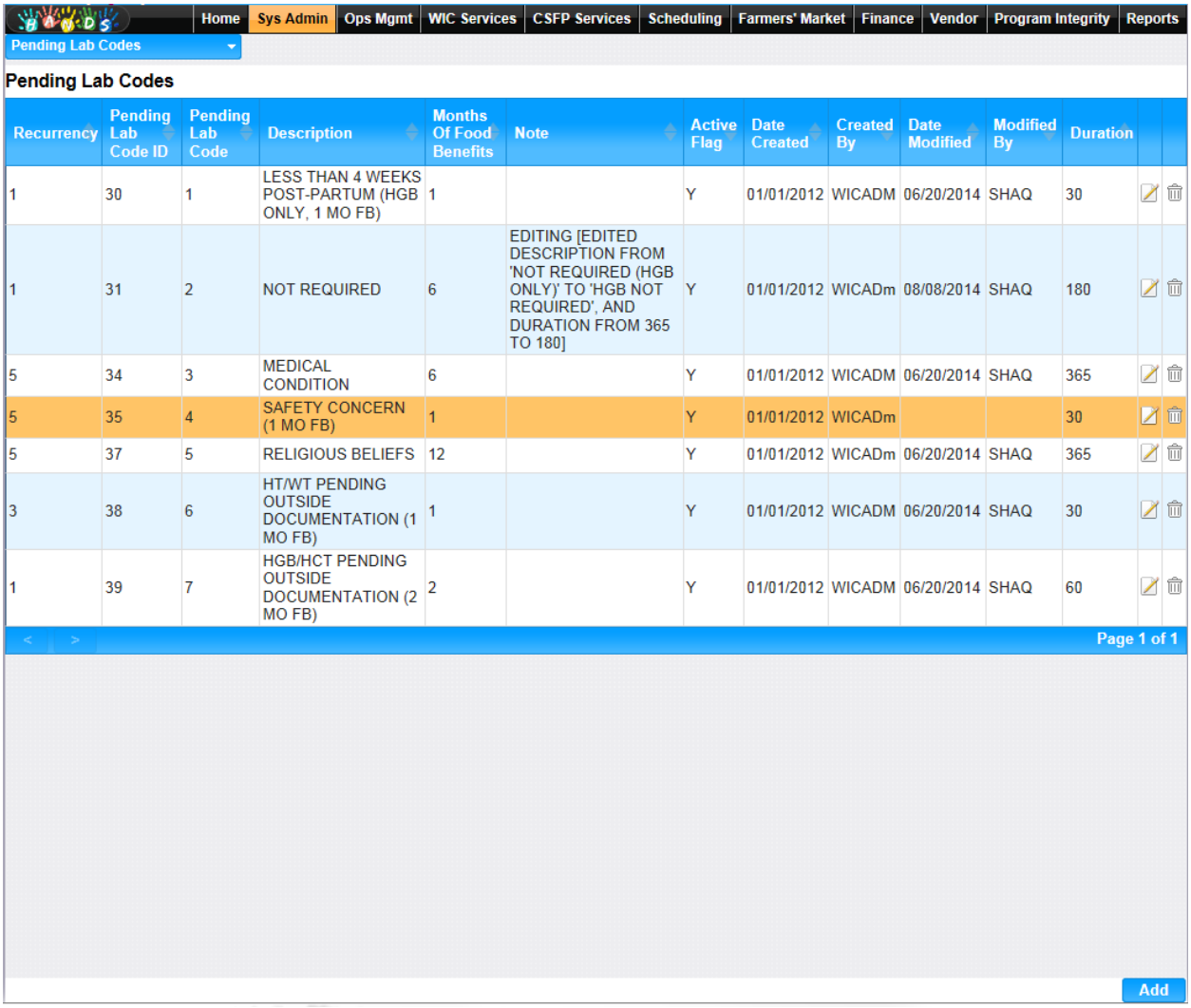


Figure 149: Add Origins Page

46 PENDING LAB CODES

The Pending Lab Codes base table allows for the configuration of reason types for why a client's laboratory results are pending.

Navigation Path: Sys Admin | WIC Base Tables | Pending Lab Codes



Recurrency	Pending Lab Code ID	Pending Lab Code	Description	Months Of Food Benefits	Note	Active Flag	Date Created	Created By	Date Modified	Modified By	Duration
1	30	1	LESS THAN 4 WEEKS POST-PARTUM (HGB ONLY, 1 MO FB)	1		Y	01/01/2012	WICADM	06/20/2014	SHAQ	30
1	31	2	NOT REQUIRED	6	EDITING [EDITED DESCRIPTION FROM 'NOT REQUIRED (HGB ONLY)' TO 'HGB NOT REQUIRED', AND DURATION FROM 365 TO 180]	Y	01/01/2012	WICADm	08/08/2014	SHAQ	180
5	34	3	MEDICAL CONDITION	6		Y	01/01/2012	WICADM	06/20/2014	SHAQ	365
5	35	4	SAFETY CONCERN (1 MO FB)	1		Y	01/01/2012	WICADm			30
5	37	5	RELIGIOUS BELIEFS	12		Y	01/01/2012	WICADm	06/20/2014	SHAQ	365
3	38	6	HT/WT PENDING OUTSIDE DOCUMENTATION (1 MO FB)	1		Y	01/01/2012	WICADM	06/20/2014	SHAQ	30
1	39	7	HGB/HCT PENDING OUTSIDE DOCUMENTATION (2 MO FB)	2		Y	01/01/2012	WICADM	06/20/2014	SHAQ	60

Figure 150: Pending Lab Codes

Fields:

- **Recurrency –** The number of times this value can be used.
- **Pending Lab Code ID –** A system generated id used to uniquely identify the pending lab code reason within HANDS.
- **Pending Lab Code –** A user defined number used to uniquely identify the pending lab code reason within HANDS.
- **Description –** A verbose description of the reason the laboratory results are pending.
- **Months of Food Benefits –** The number of months food instruments may be issued for based on this pending lab code reason.

- **Note –** A free text field used for storing notes specific to the record.
- **Active Flag –** A Yes/No indicator of if the origin type is active.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Duration –** The number of days the pending lab code reason is valid for certifying the client.
- **(Edit Icon) –** When selected navigation will switch to the Edit Pending Lab Codes Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Pending Lab Codes Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Pending Lab Codes Page.

Calculation(s): None

Background Processes:

1. *On Edit and Add, the system validates if there is a value entered in the Pending Lab Code, Description, Months Of Food Benefits, and Active Flag fields.*

46.1 Edit Pending Lab Codes Page

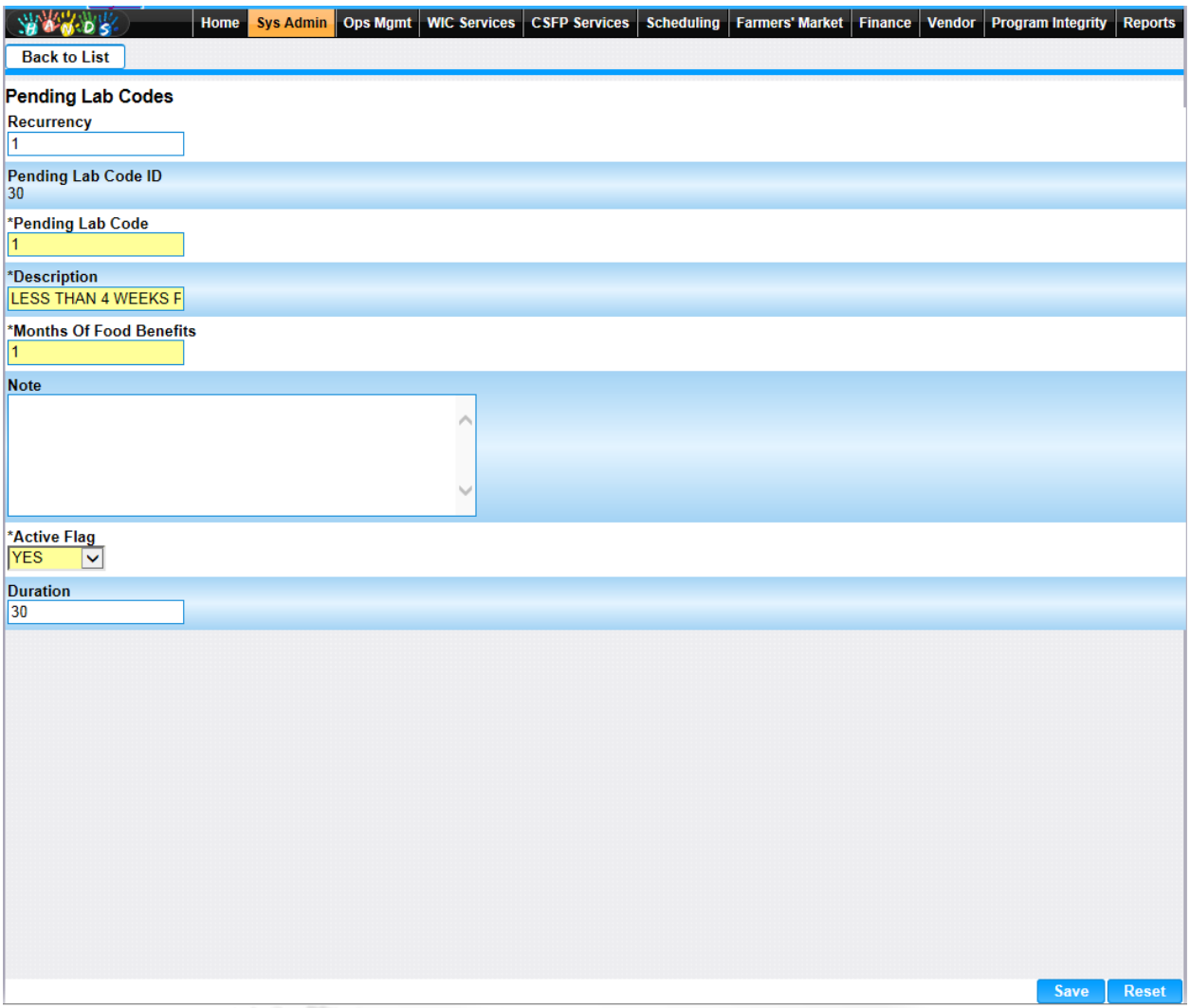


Figure 151: Edit Pending Lab Codes Page

46.2 Delete Pending Lab Codes Page

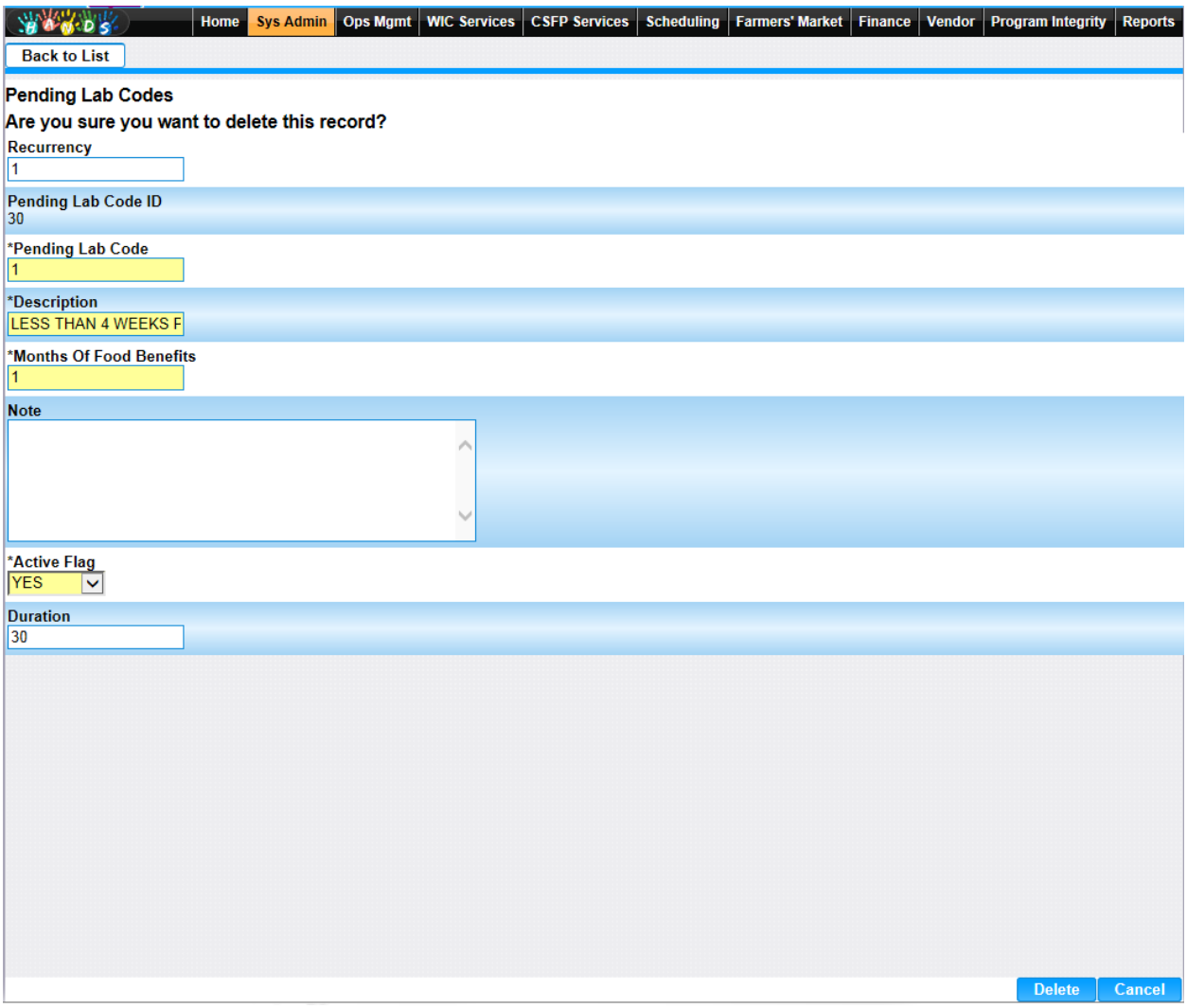


Figure 152: Delete Pending Lab Codes Page

46.3 Add Pending Lab Codes Page

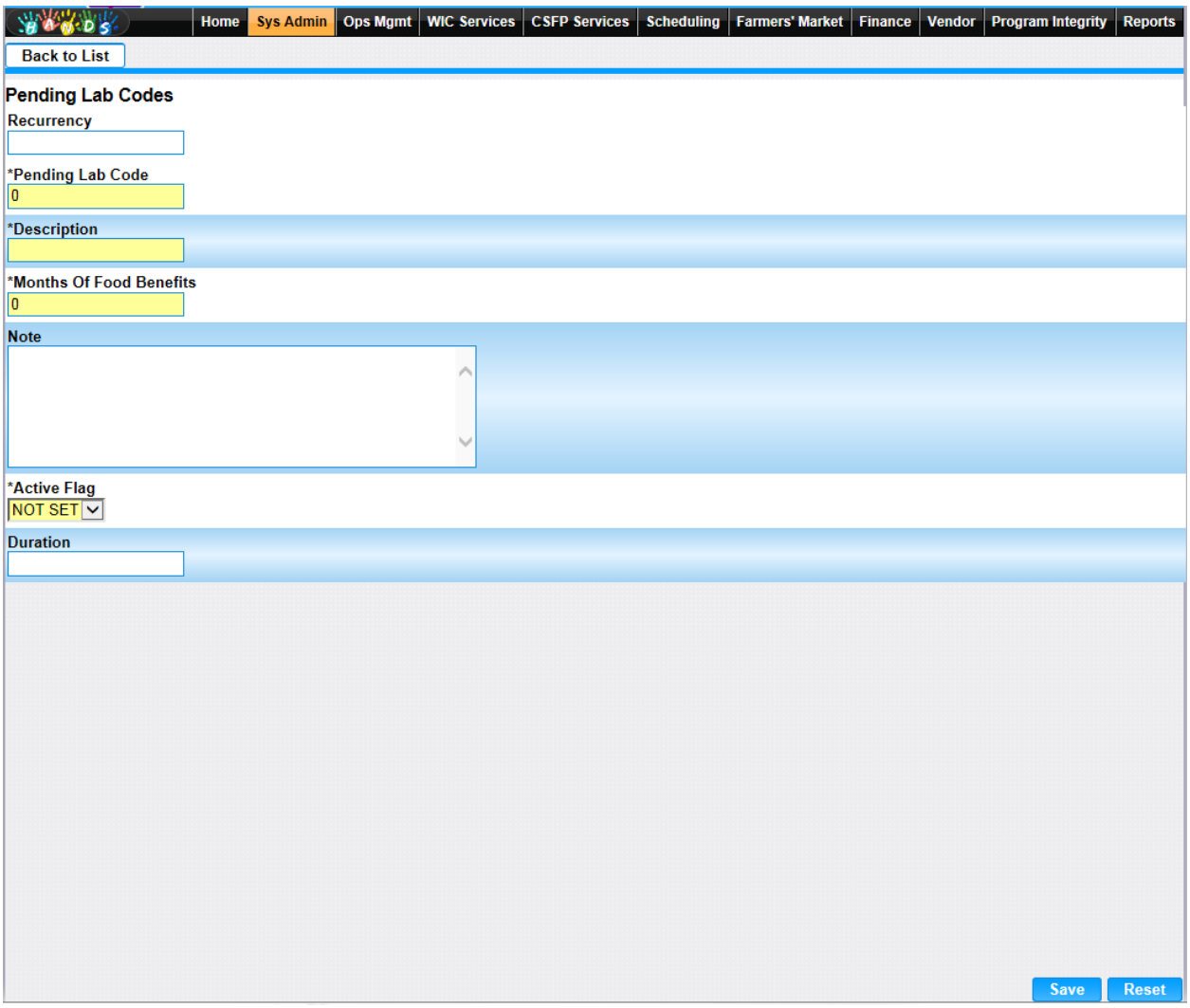


Figure 153: Add Pending Lab Codes Page

47 PICKUP INTERVALS

The Pickup Intervals base table allows for the configuration of pickup interval types.

Navigation Path: Sys Admin | WIC Base Tables | Pickup Intervals

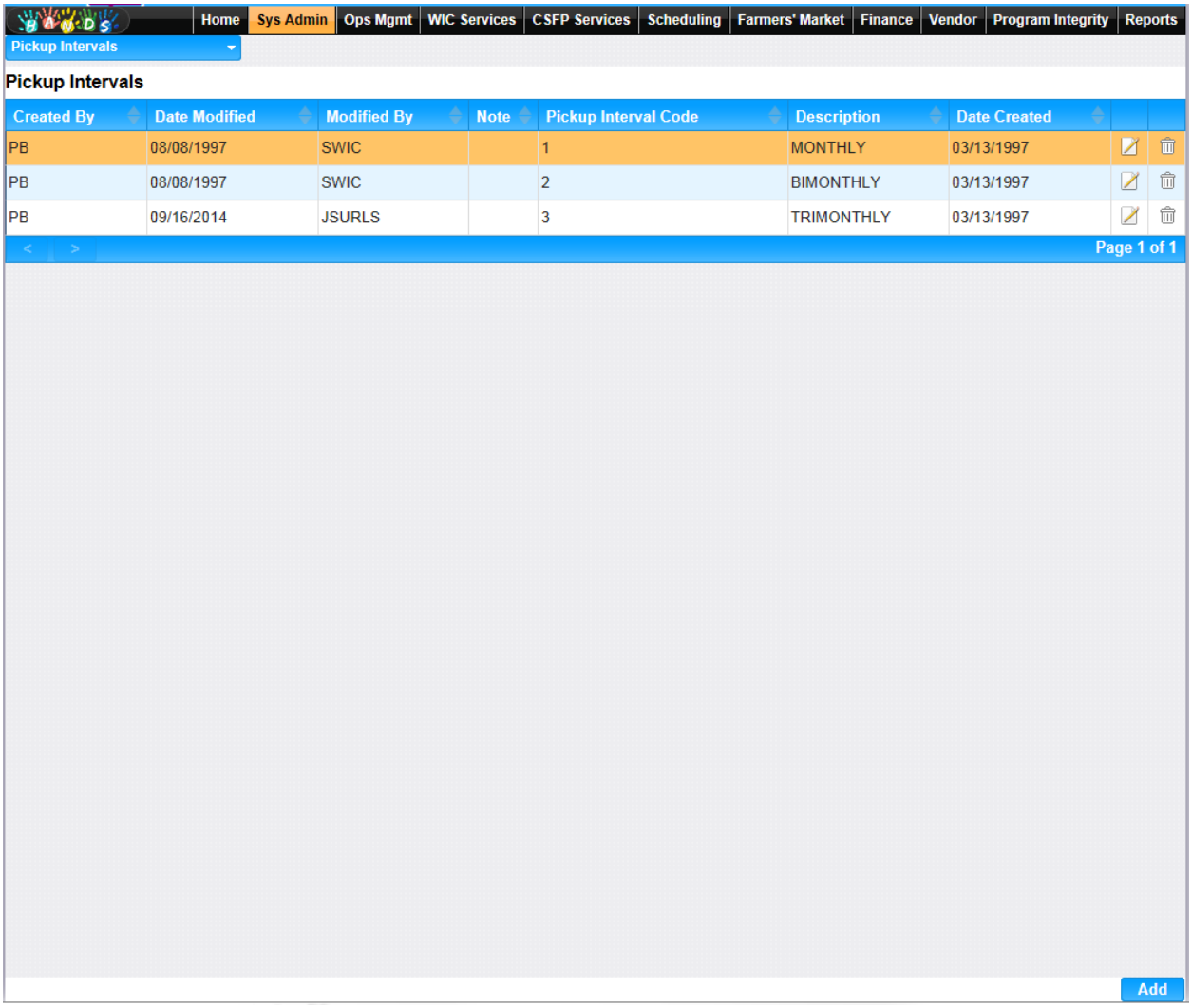


Figure 154: Pickup Intervals

Fields:

- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **Pickup Interval Code –** A user defined number with a maximum length of 1 digit used to uniquely identify the pickup interval type within HANDS.
- **Description –** A verbose description of the pickup interval type.
- **Date Created –** The date when the record was created.

- **(Edit Icon) –** When selected navigation will switch to the Edit Pickup Intervals Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Pickup Intervals Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Pickup Intervals Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

47.1 Edit Pickup Intervals Page

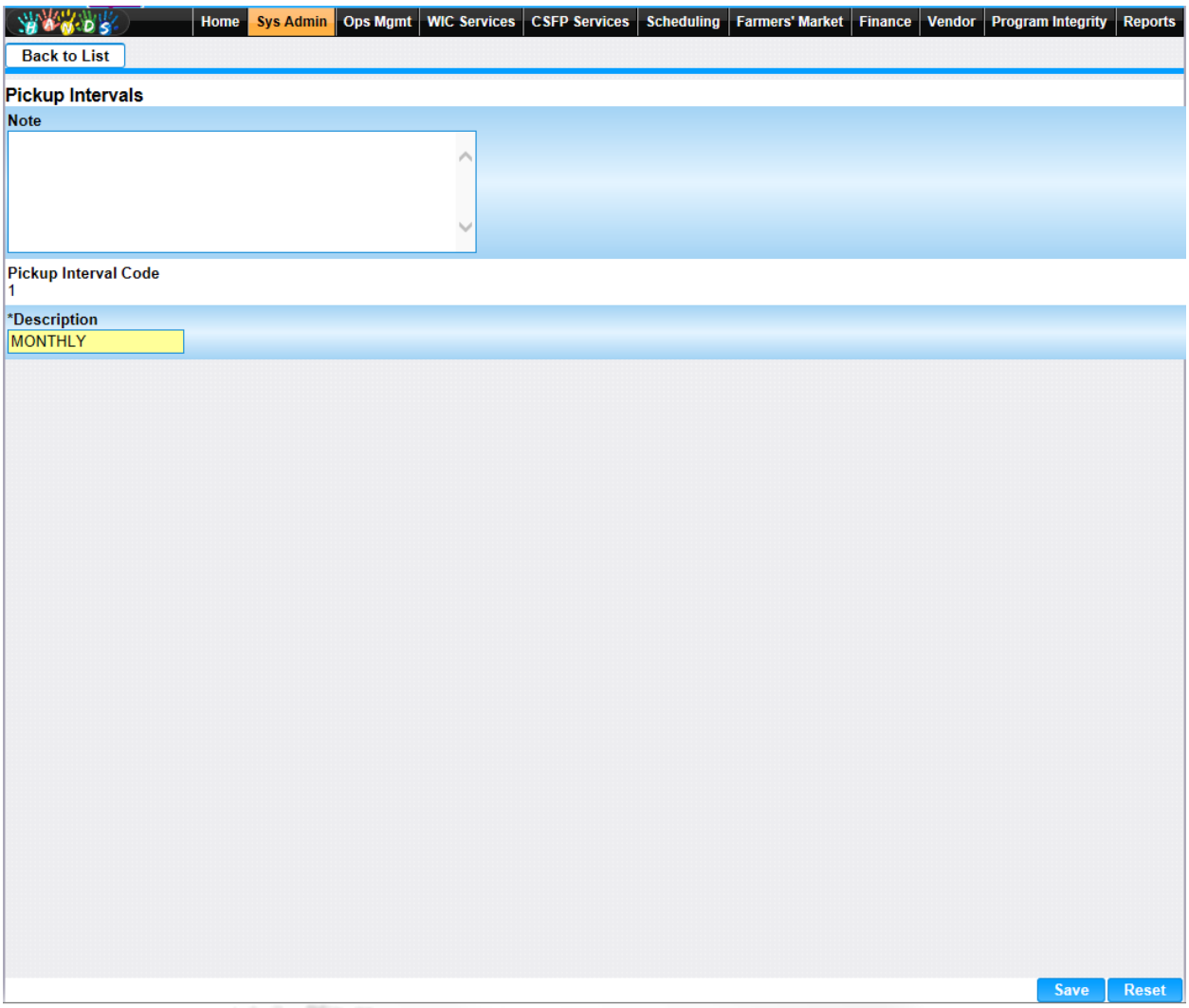


Figure 155: Edit Pickup Intervals Page

47.2 Delete Pickup Intervals Page

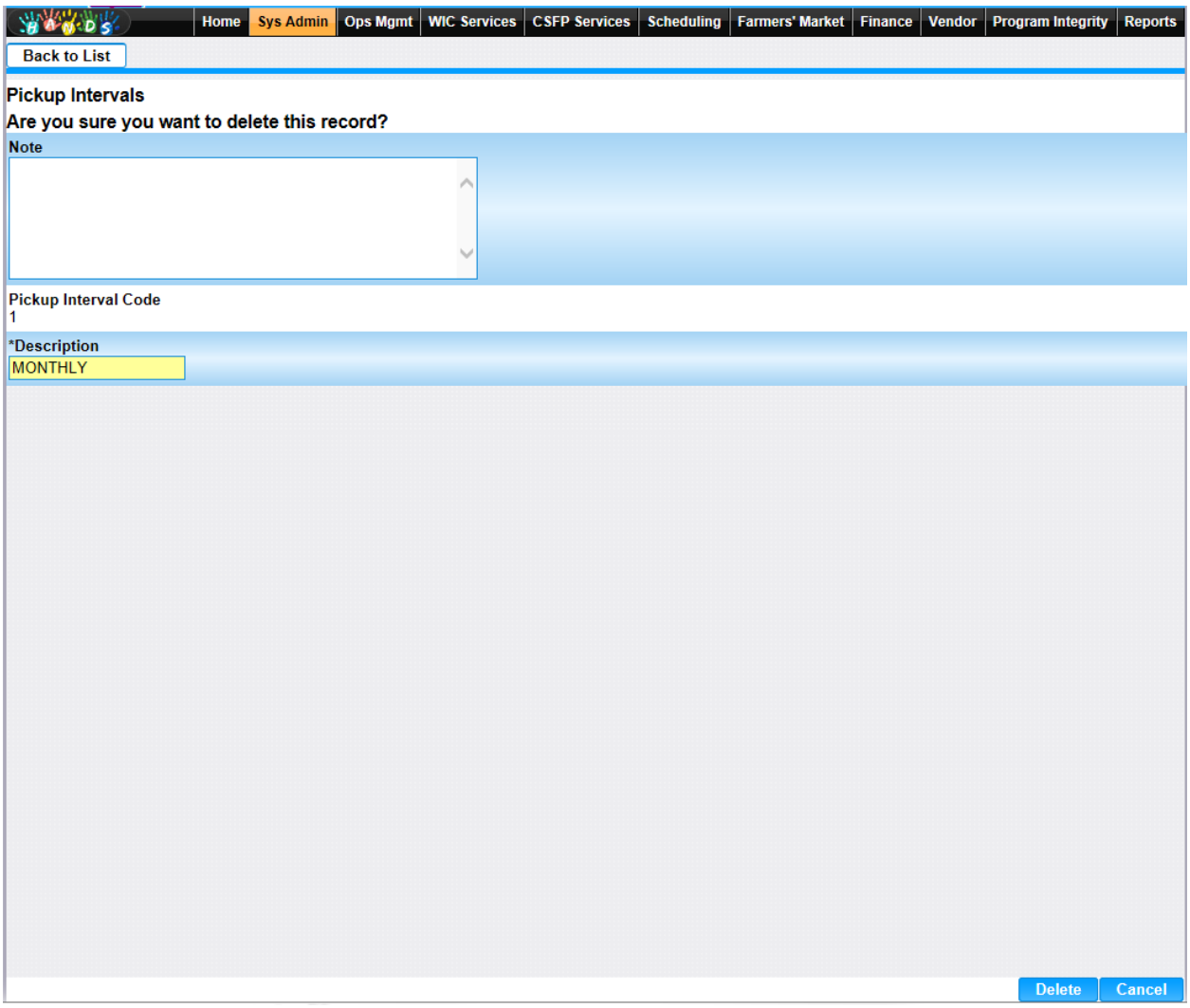


Figure 156: Delete Pickup Intervals Page

47.3 Add Pickup Intervals Page

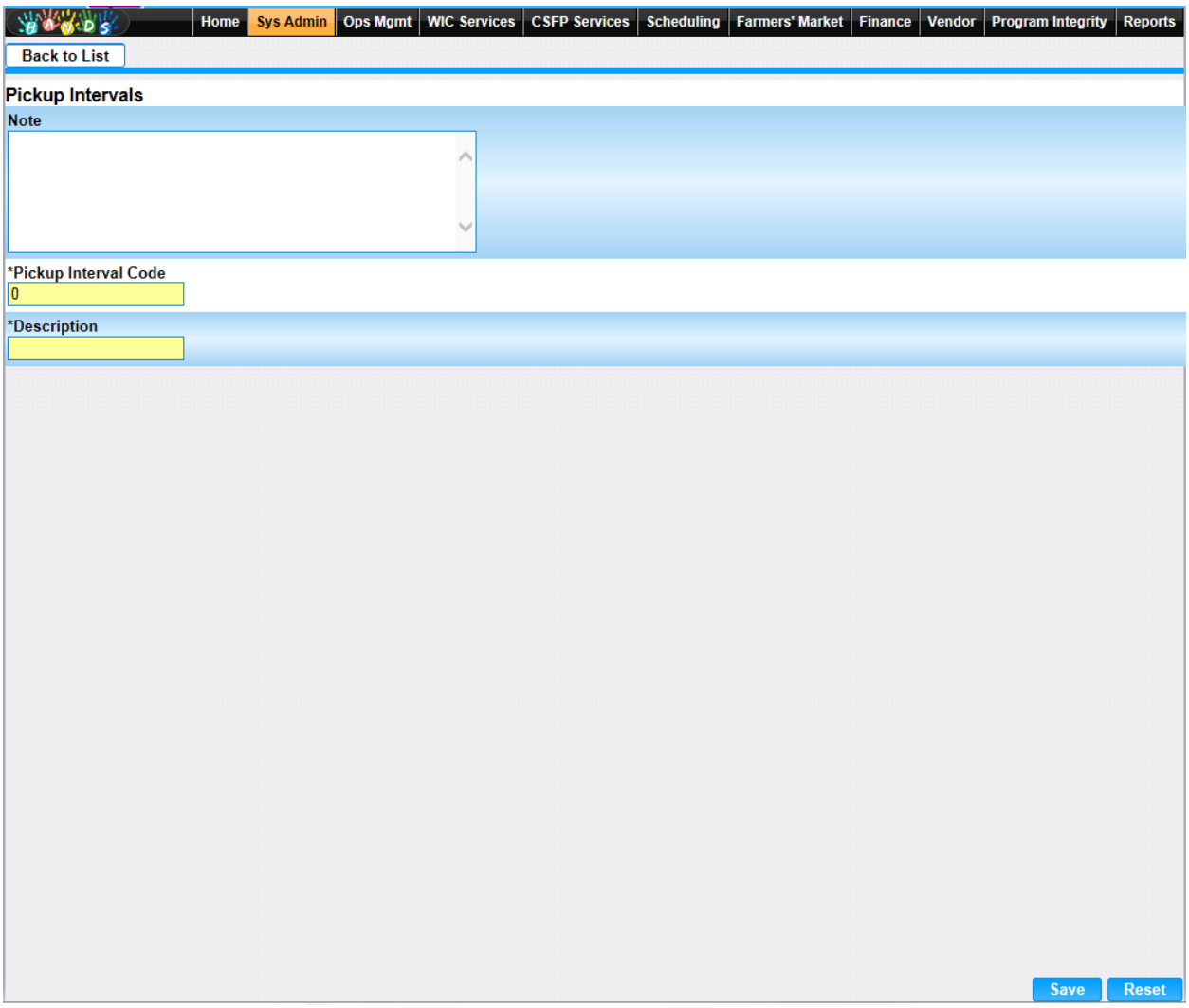
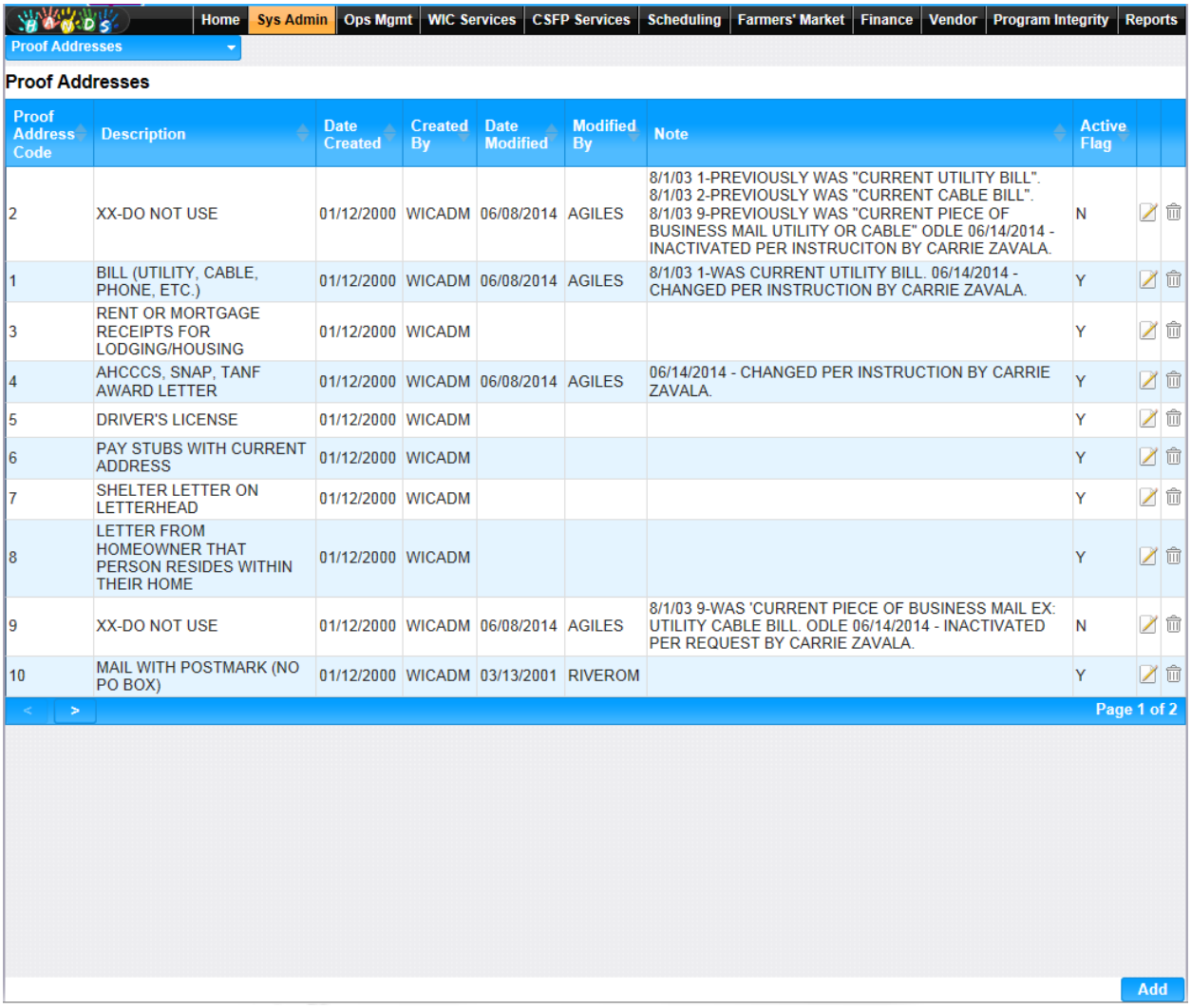


Figure 157: Add Pickup Intervals Page

48 PROOF ADDRESSES

The Proof Addresses base table allows for the configuration of proof of address types within HANDS.

Navigation Path: Sys Admin | WIC Base Tables | Proof Addresses



Proof Address Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag
2	XX-DO NOT USE	01/12/2000	WICADM	06/08/2014	AGILES	8/1/03 1-PREVIOUSLY WAS "CURRENT UTILITY BILL". 8/1/03 2-PREVIOUSLY WAS "CURRENT CABLE BILL". 8/1/03 9-PREVIOUSLY WAS "CURRENT PIECE OF BUSINESS MAIL UTILITY OR CABLE" ODLE 06/14/2014 - INACTIVATED PER INSTRUCITON BY CARRIE ZAVALA.	N
1	BILL (UTILITY, CABLE, PHONE, ETC.)	01/12/2000	WICADM	06/08/2014	AGILES	8/1/03 1-WAS CURRENT UTILITY BILL. 06/14/2014 - CHANGED PER INSTRUCTION BY CARRIE ZAVALA.	Y
3	RENT OR MORTGAGE RECEIPTS FOR LODGING/HOUSING	01/12/2000	WICADM				Y
4	AHCCCS, SNAP, TANF AWARD LETTER	01/12/2000	WICADM	06/08/2014	AGILES	06/14/2014 - CHANGED PER INSTRUCTION BY CARRIE ZAVALA.	Y
5	DRIVER'S LICENSE	01/12/2000	WICADM				Y
6	PAY STUBS WITH CURRENT ADDRESS	01/12/2000	WICADM				Y
7	SHELTER LETTER ON LETTERHEAD	01/12/2000	WICADM				Y
8	LETTER FROM HOMEOWNER THAT PERSON RESIDES WITHIN THEIR HOME	01/12/2000	WICADM				Y
9	XX-DO NOT USE	01/12/2000	WICADM	06/08/2014	AGILES	8/1/03 9-WAS 'CURRENT PIECE OF BUSINESS MAIL EX: UTILITY CABLE BILL. ODLE 06/14/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.	N
10	MAIL WITH POSTMARK (NO PO BOX)	01/12/2000	WICADM	03/13/2001	RIVEROM		Y

Figure 158: Proof Addresses

Fields:

- **Proof Address Code –** A user defined string with a maximum length of 2 characters used to uniquely identify the proof of address type within HANDS.
- **Description –** A verbose description of the proof of address type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **Active Flag –** A Yes/No indicator of if the proof of address type is Active.
- **(Edit Icon) –** When selected navigation will switch to the Edit Proof Addresses Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Proof Addresses Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Proof Addresses Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

48.1 Edit Proof Addresses Page

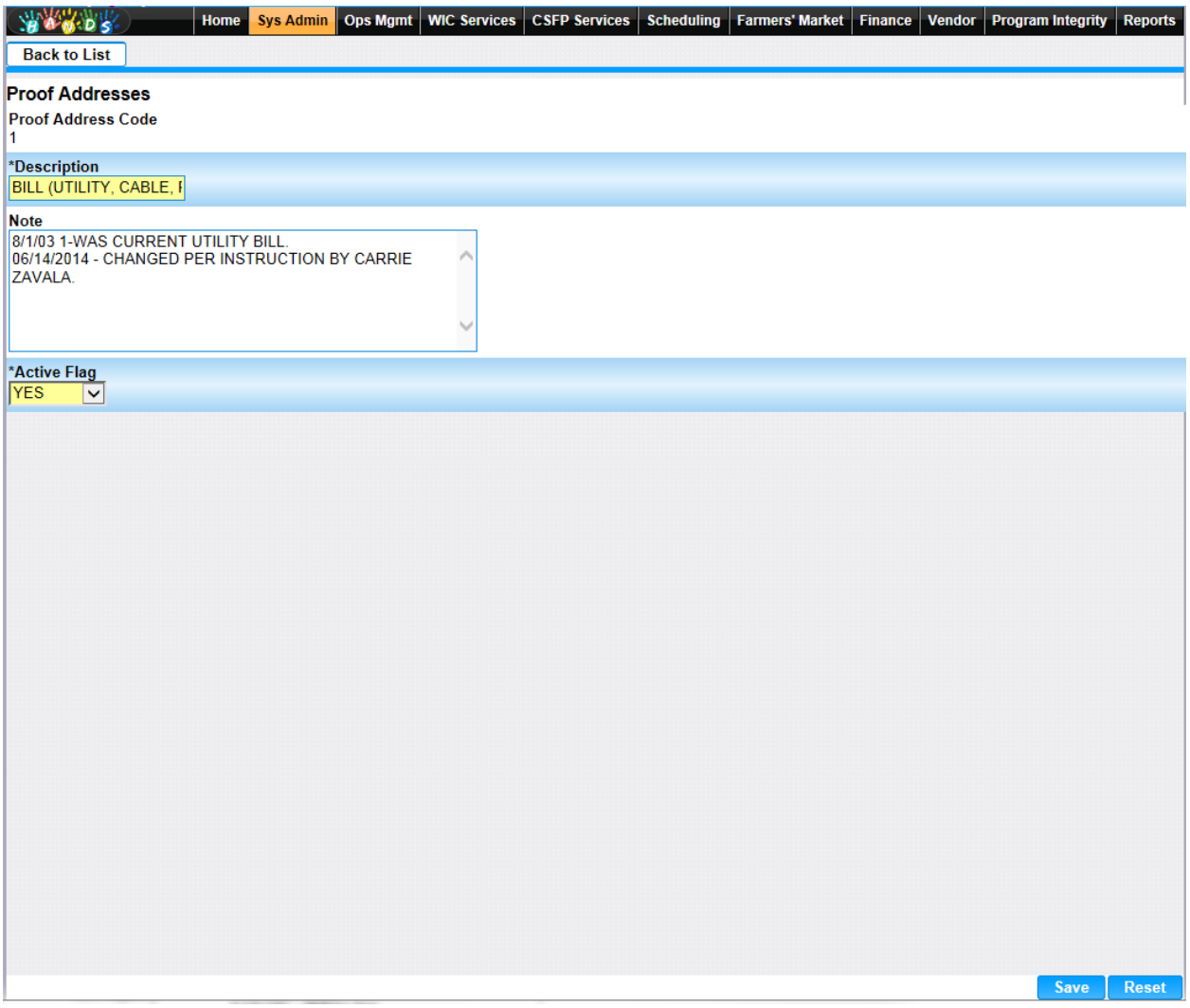


Figure 159: Edit Proof Addresses Page

48.2 Delete Proof Addresses Page

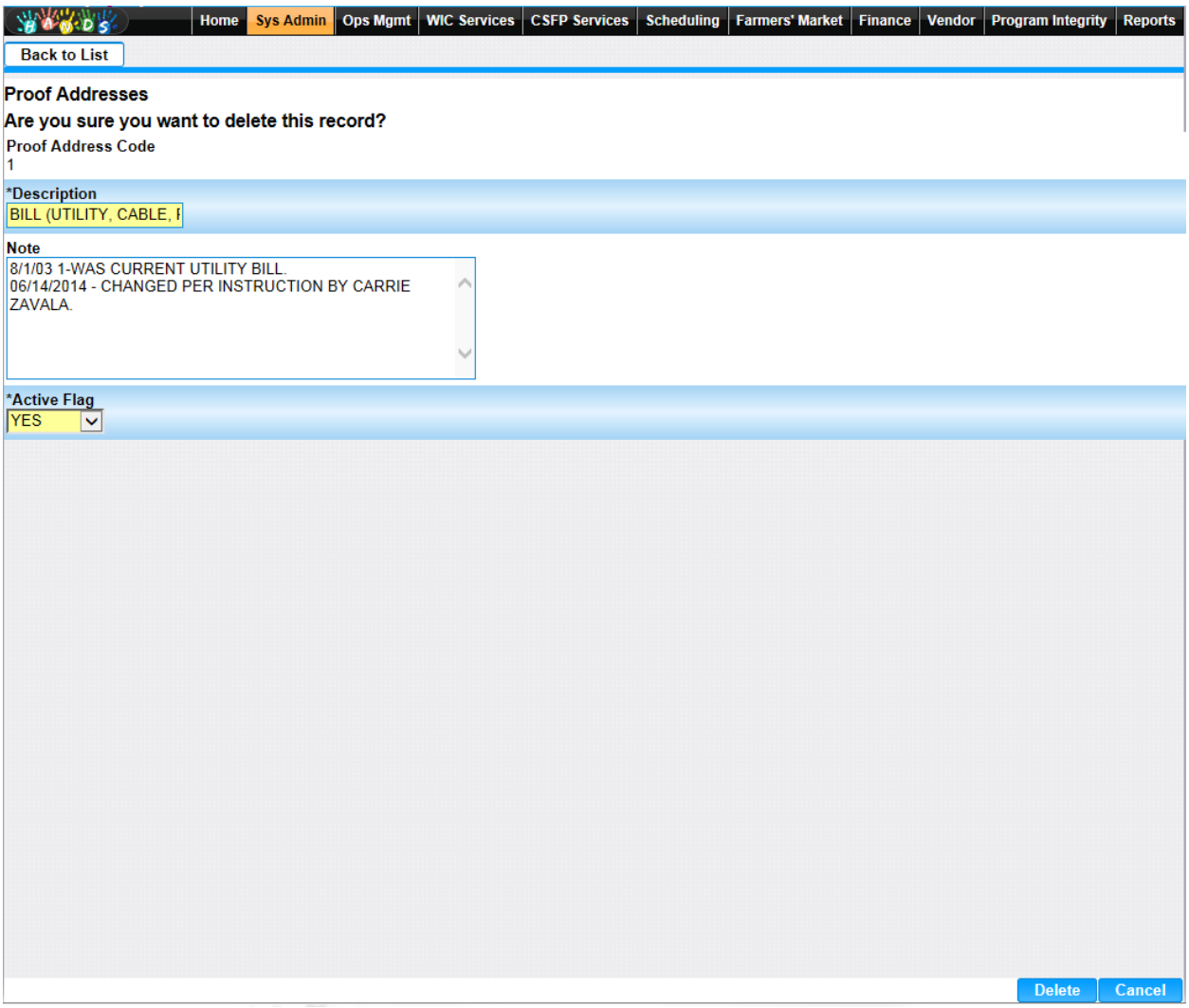


Figure 160: Delete Proof Addresses Page

48.3 Add Proof Addresses Page

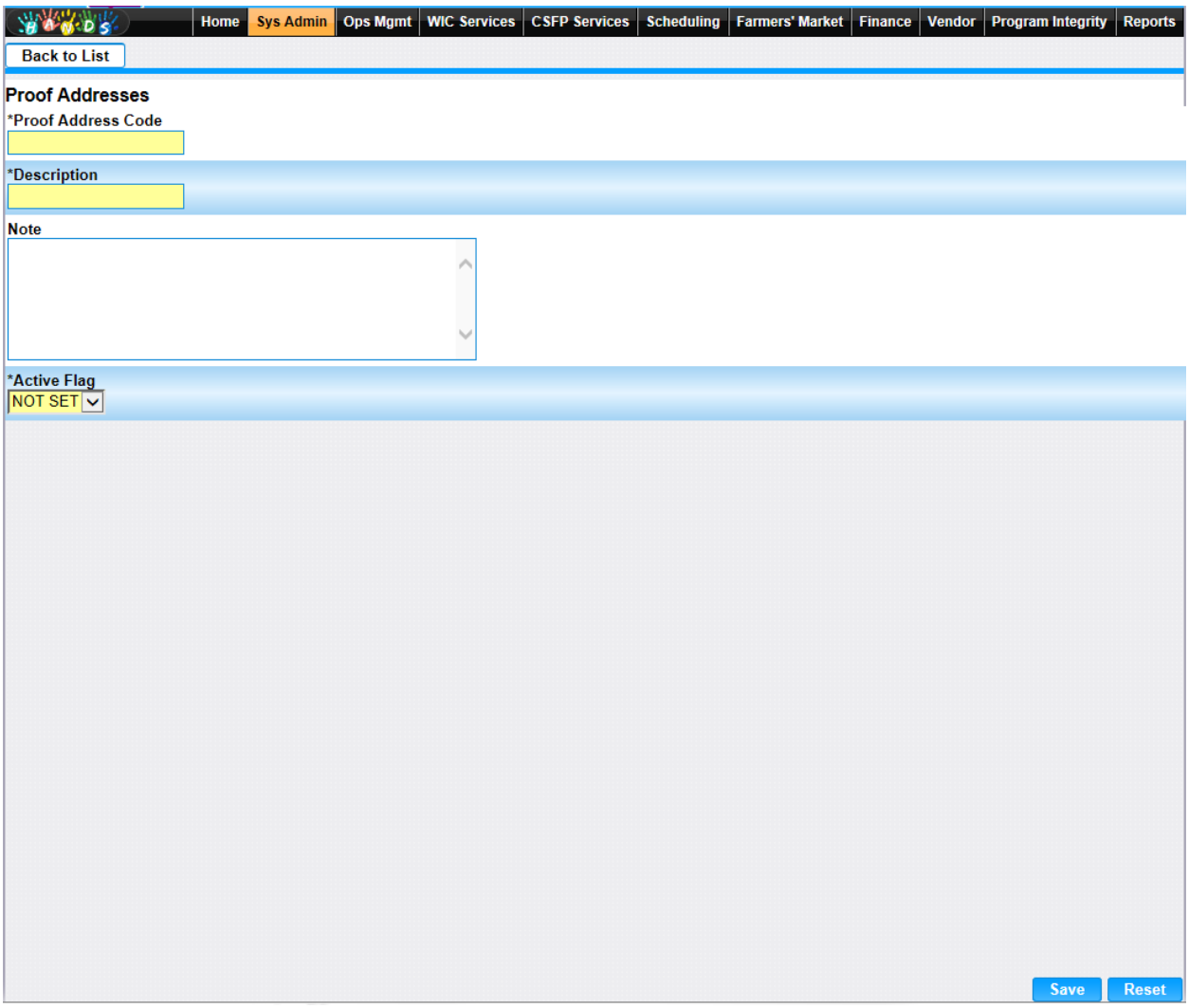


Figure 161: Add Proof Addresses Page

49 PROOF IDENTITIES

The Proof Identities base table allows for the configuration of proof of identity types within HANDS.

Navigation Path: Sys Admin | WIC Base Tables | Proof Identities

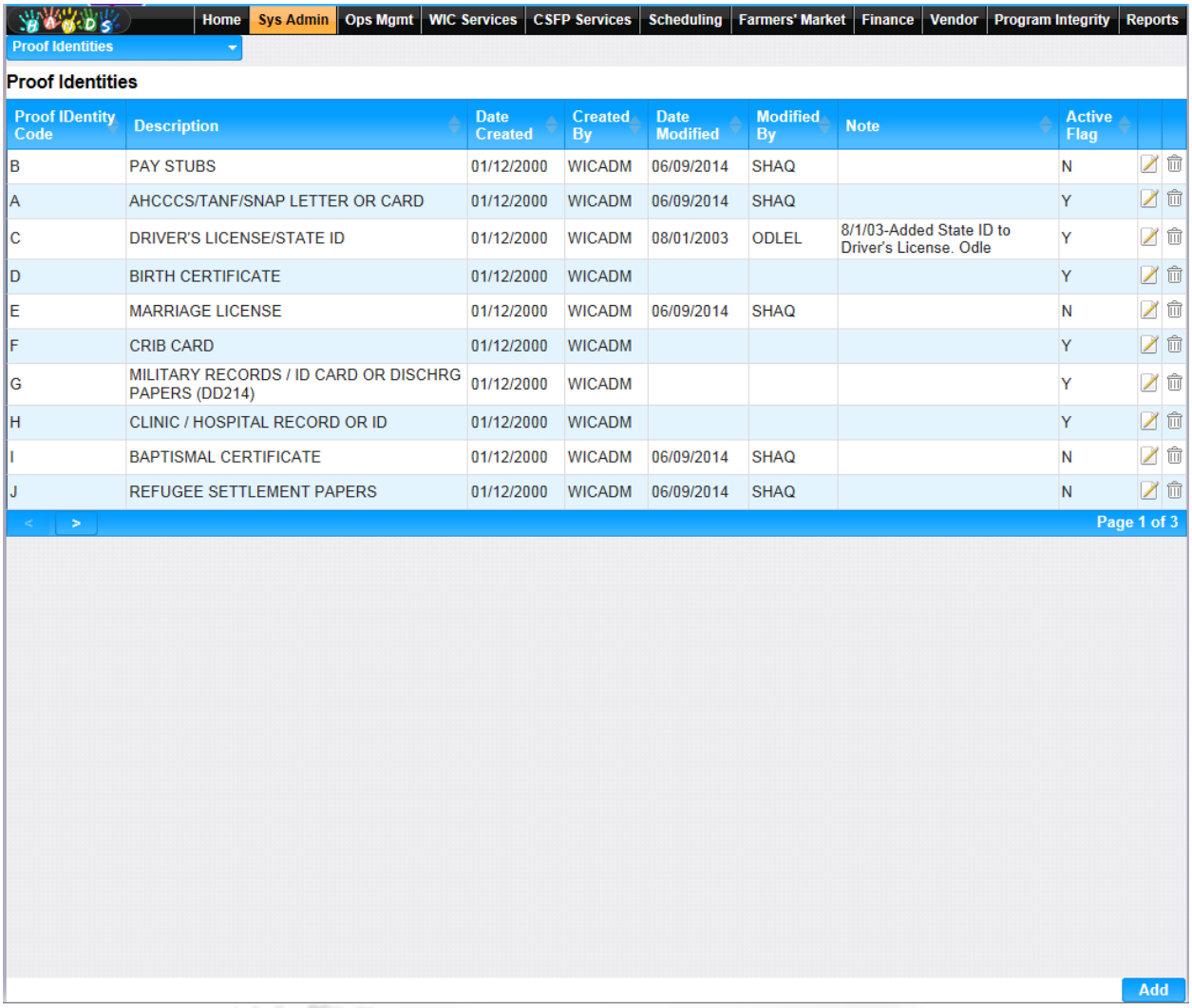


Figure 162: Proof Identities

Fields:

- **Proof Identity Code –** A user defined string with a maximum length of 1 character used to uniquely identify the proof of identity type within HANDS.
- **Description –** A verbose description of the proof of identity type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **Active Flag –** A Yes/No indicator of if the proof of identity type is Active.
- **(Edit Icon) –** When selected navigation will switch to the Edit Proof Identities Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Proof Identities Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Proof Identities Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

49.1 Edit Proof Identities Page

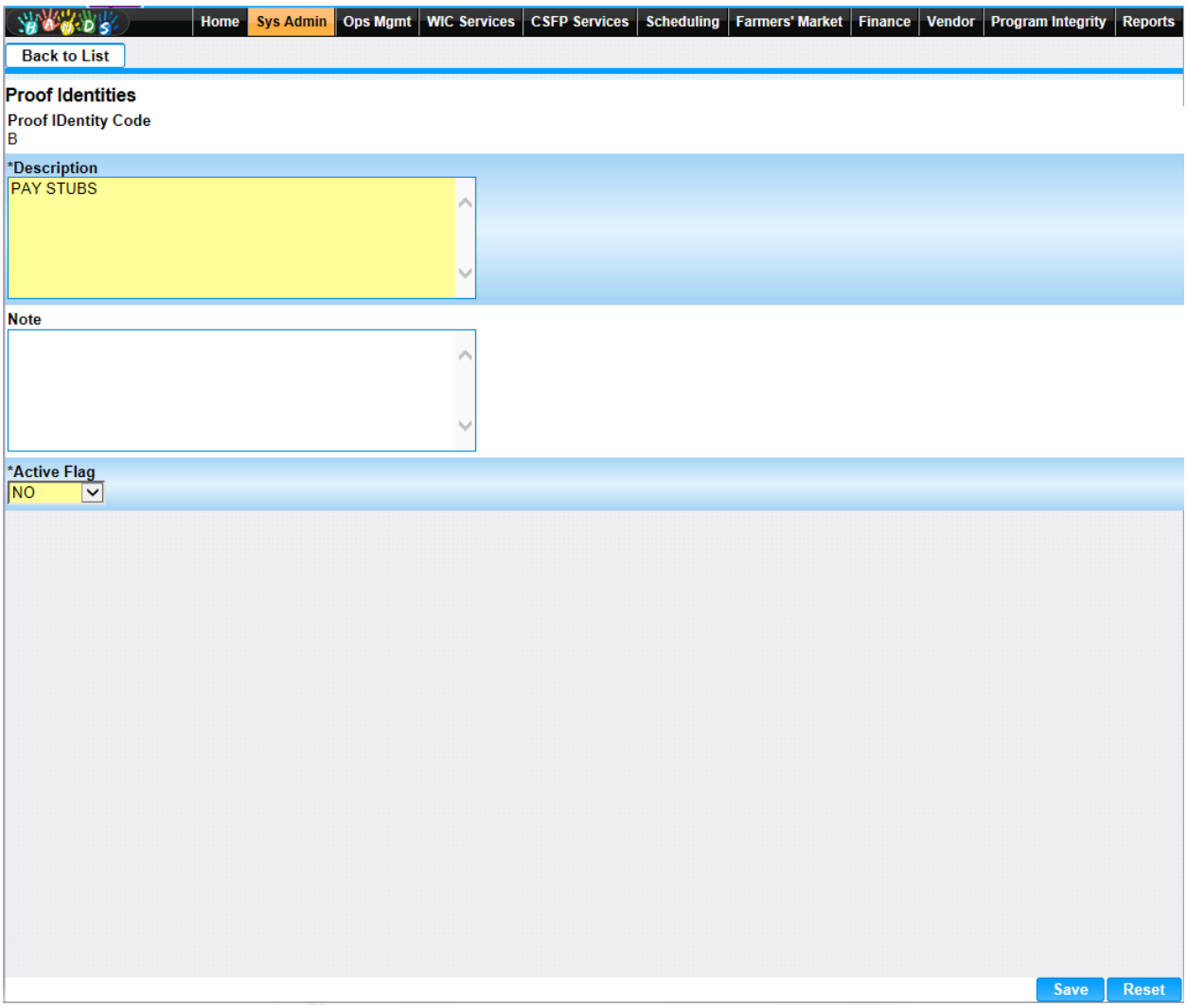


Figure 163: Edit Proof Identities Page

49.2 Delete Proof Identities Page

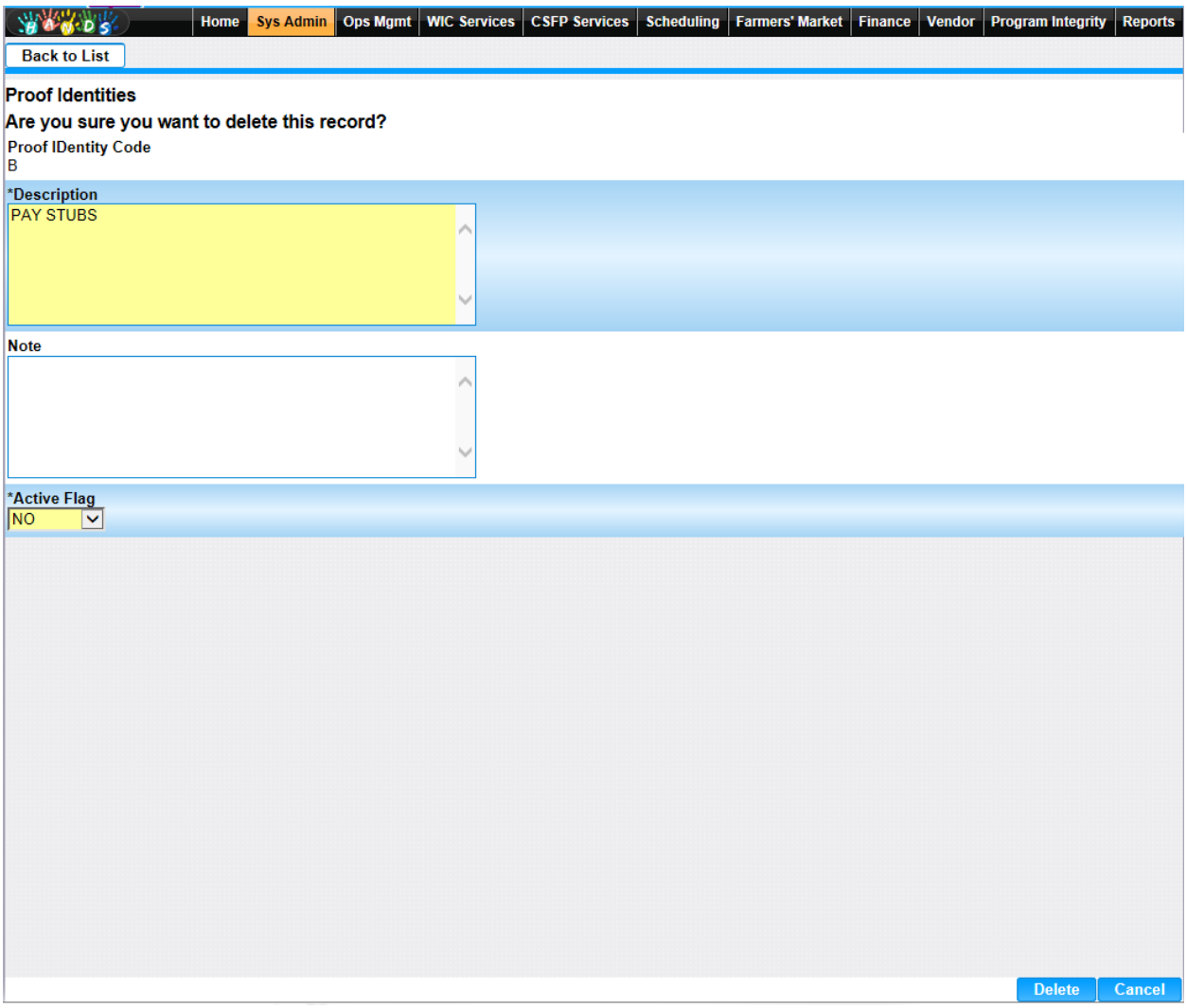


Figure 164: Delete Proof Identities Page

49.3 Add Proof Identities Page

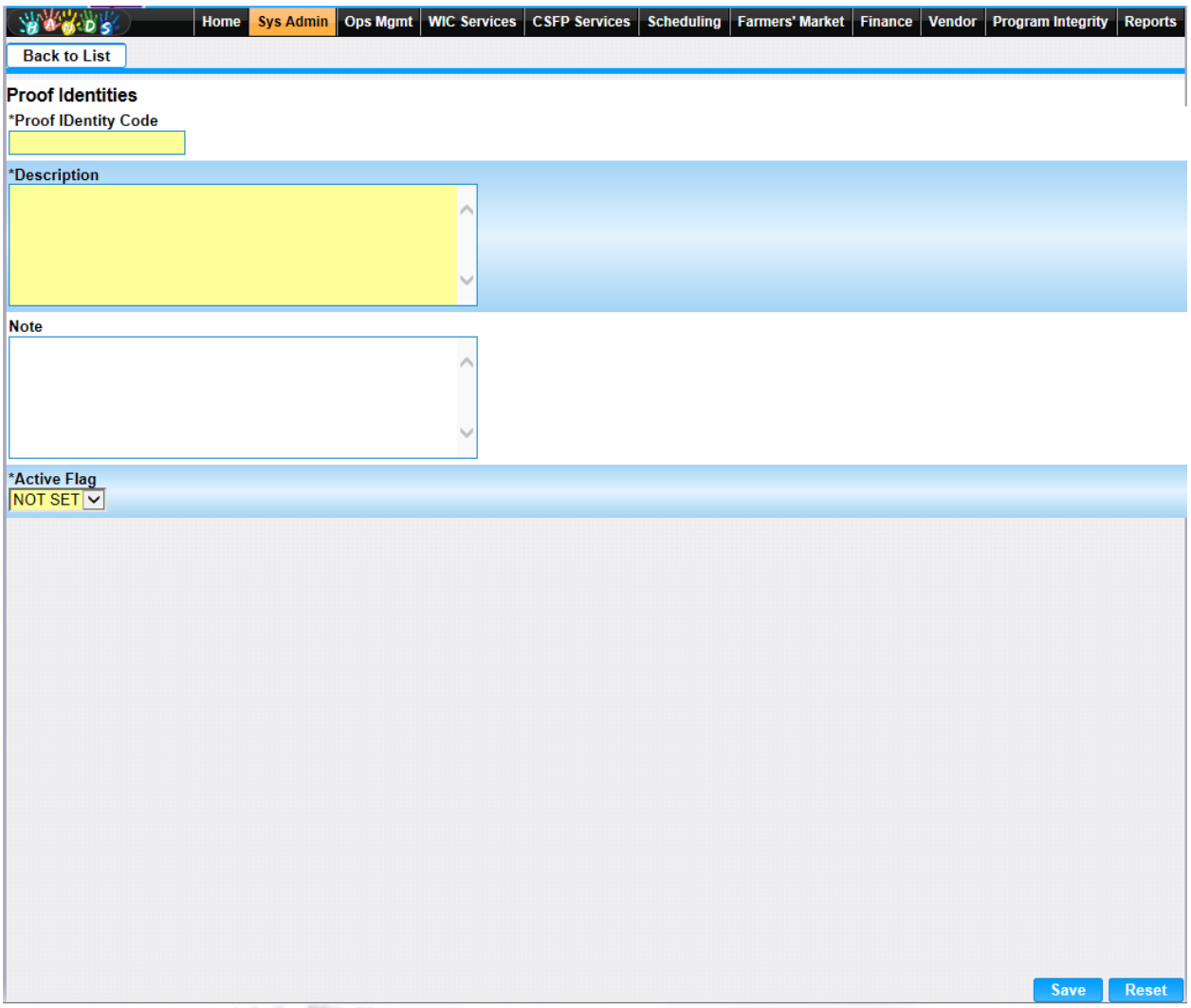


Figure 165: Add Proof Identities Page

50 RACE ETHNICITIES

The Race Ethnicities base table allows for the configuration of race categories within HANDS.

Navigation Path: Sys Admin | WIC Base Tables | Race Ethnicities

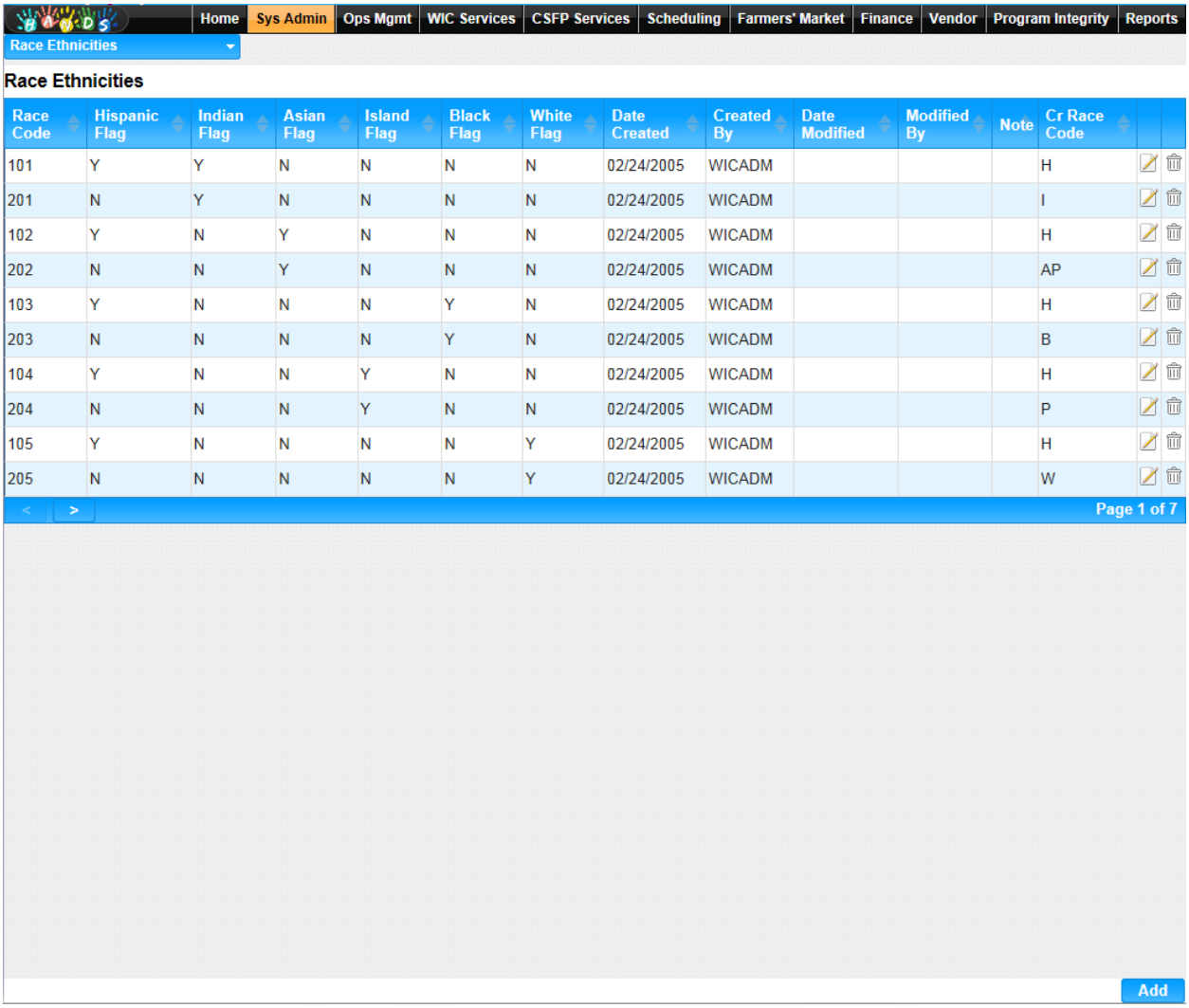


Figure 166: Race Ethnicities

Fields:

- **Race Code –** A user defined number with a maximum length of 3 digits used to uniquely identify the race category within HANDS.
- **Hispanic Flag –** A Yes/No indicator of if the race category includes people of Hispanic descent.
- **Indian Flag –** A Yes/No indicator of if the race category includes people of American Indian or Alaskan Native descent.
- **Asian Flag –** A Yes/No indicator of if the race category includes people of Asian descent.
- **Island Flag –** A Yes/No indicator of if the race category includes people of Native Hawaiian or Other Pacific Islander descent.

- **Black Flag –** A Yes/No indicator of if the race category includes people of Black or African American descent.
- **White Flag –** A Yes/No indicator of if the race category includes people of White descent.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **Cr Race Code**[57] **–** The race code associated with the race ethnicity record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Race Ethnicities Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Race Ethnicities Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Race Ethnicities Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

[57] Refer to the "HANDS DFDD EnrollandCert" document for details.

50.1 Edit Race Ethnicities Page

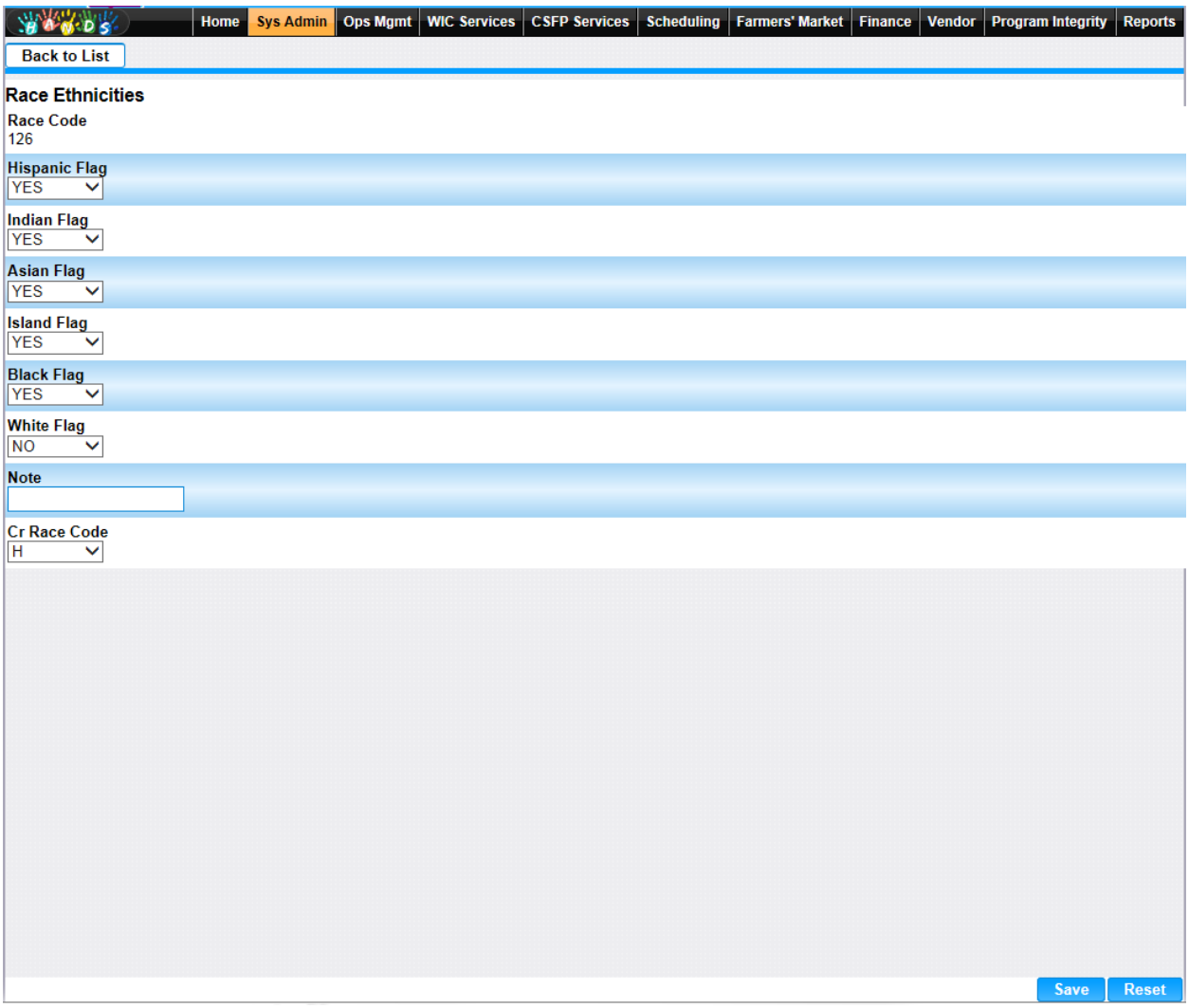


Figure 167: Edit Race Ethnicities Page

50.2 Delete Race Ethnicities Page

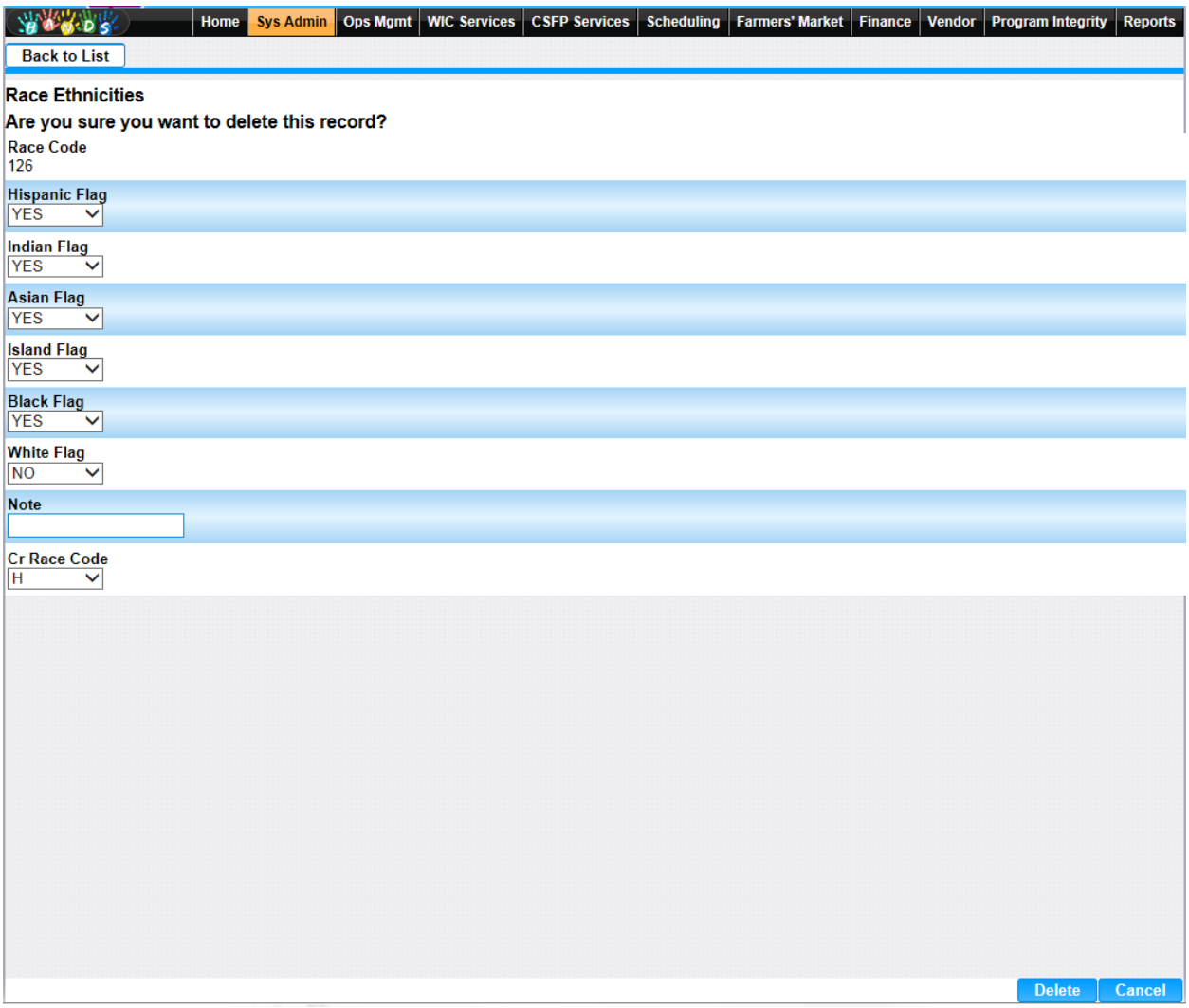


Figure 168: Delete Race Ethnicities Page

50.3 Add Race Ethnicities Page

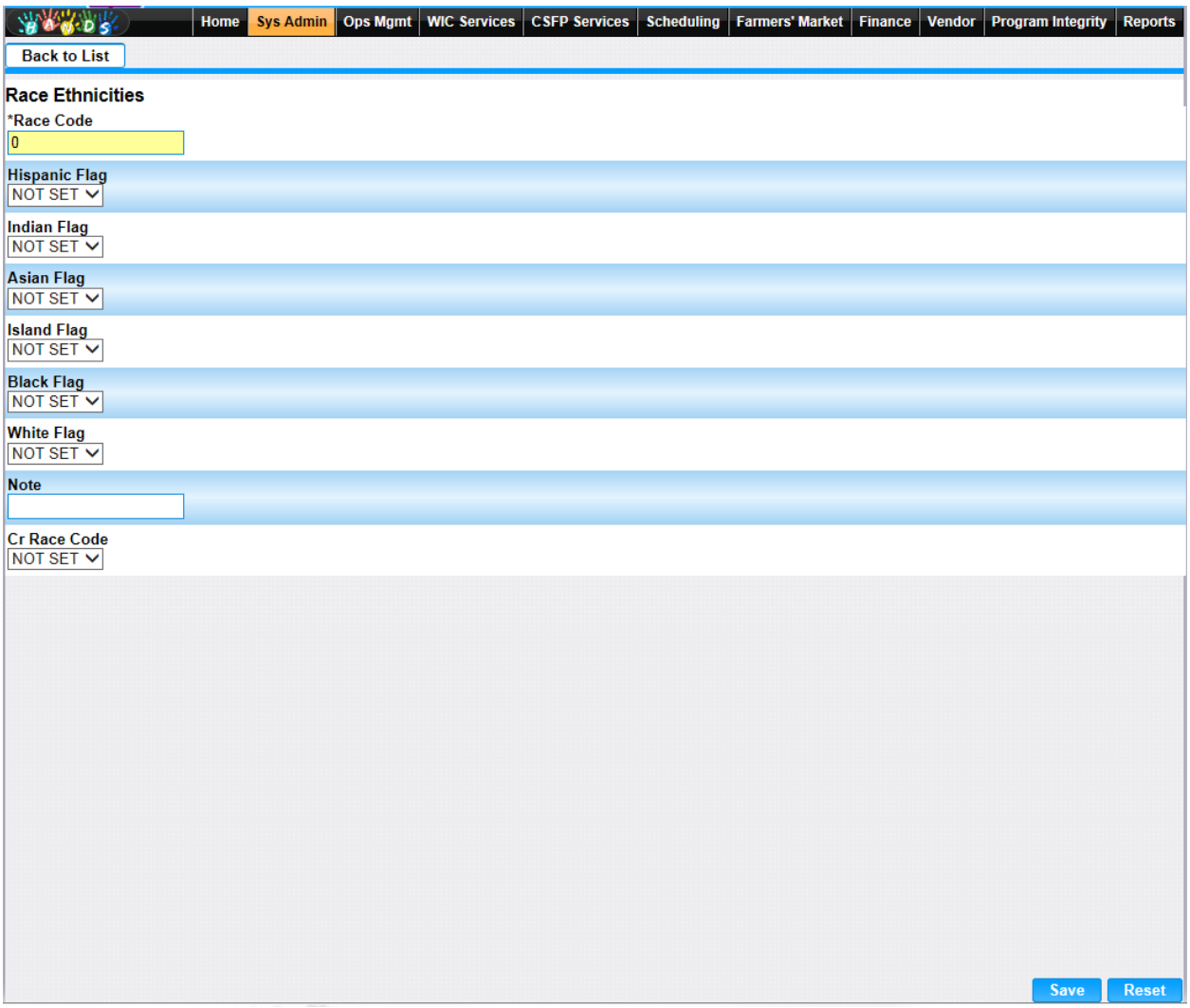


Figure 169: Add Race Ethnicities Page

51 REASONS BF ENDED

The Reasons BF Ended base table allows for the configuration of reason types within HANDS for why breastfeeding is no longer taking place.

Navigation Path: Sys Admin | WIC Base Tables | Reasons BF Ended

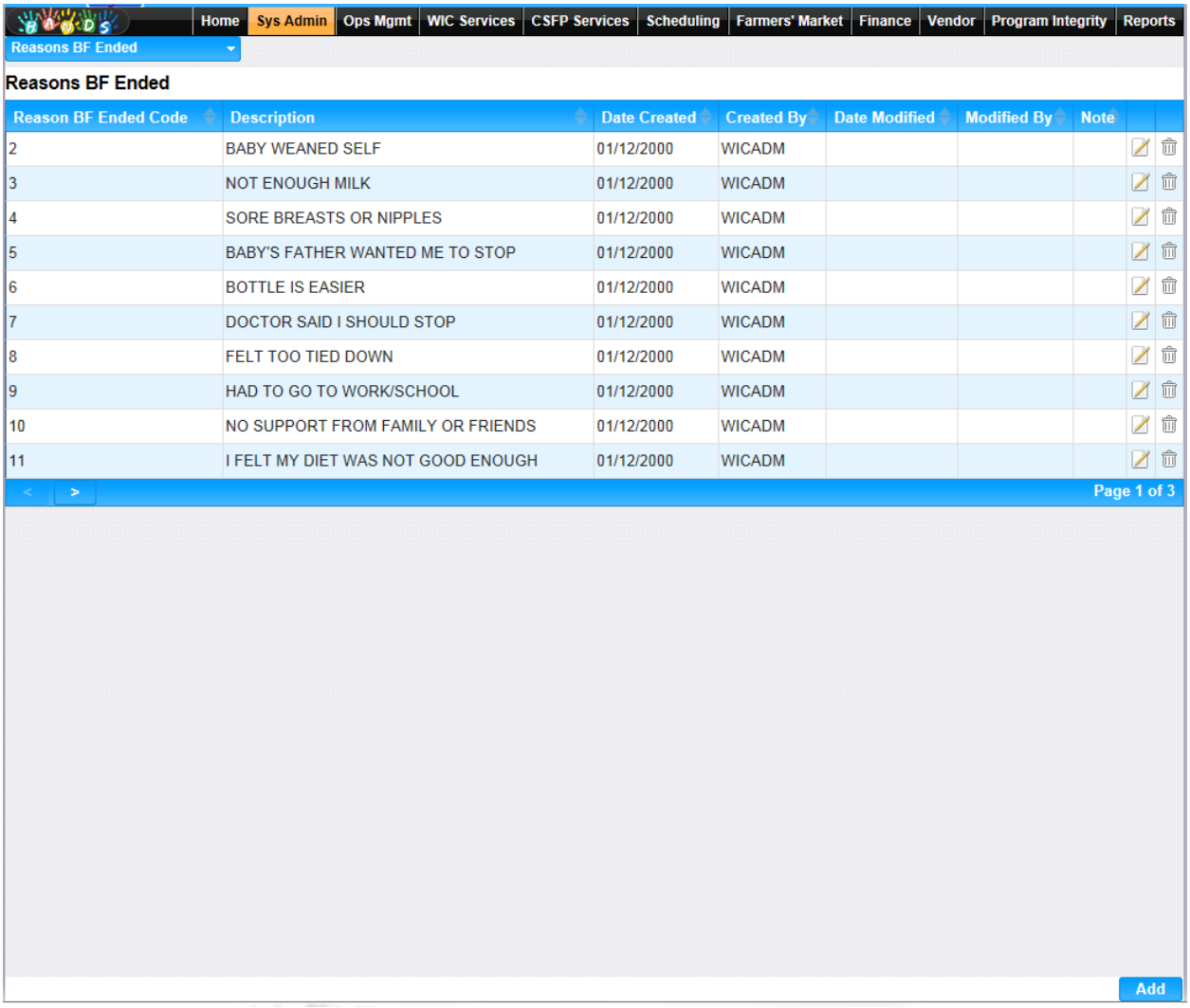


Figure 170: Reasons BF Ended

Fields:

- **Reasons BF Ended –** A user defined number with a maximum length of 10 digits used to uniquely identify the reason type within HANDS for why breastfeeding is no longer taking place.
- **Description –** A verbose description of the reason type for why breastfeeding is no longer taking place.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.

- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Reasons BF Ended Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Reasons BF Ended Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Reasons BF Ended Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

51.1 Edit Reasons BF Ended Page

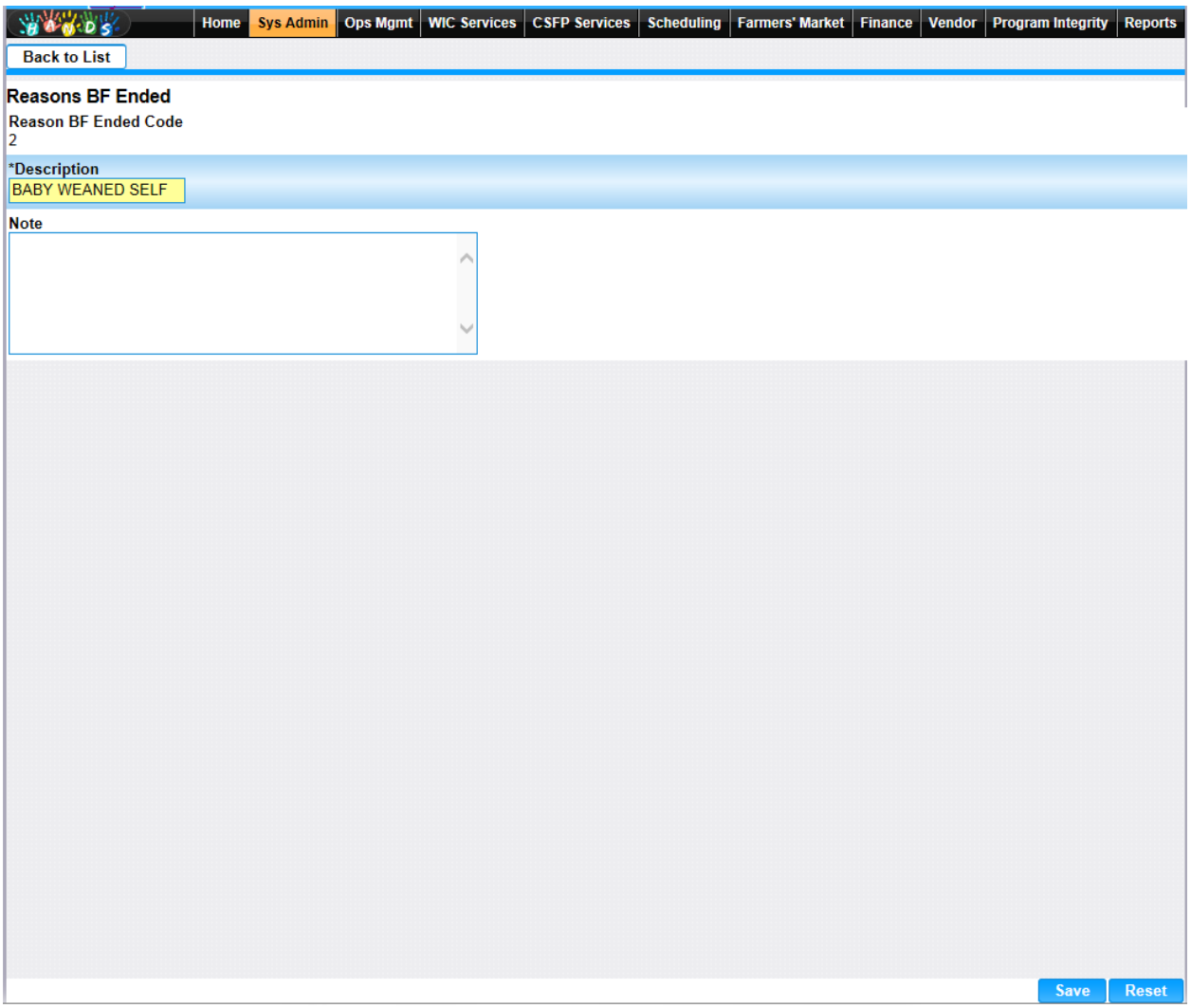


Figure 171: Edit Reasons BF Ended Page

51.2 Delete Reasons BF Ended Page

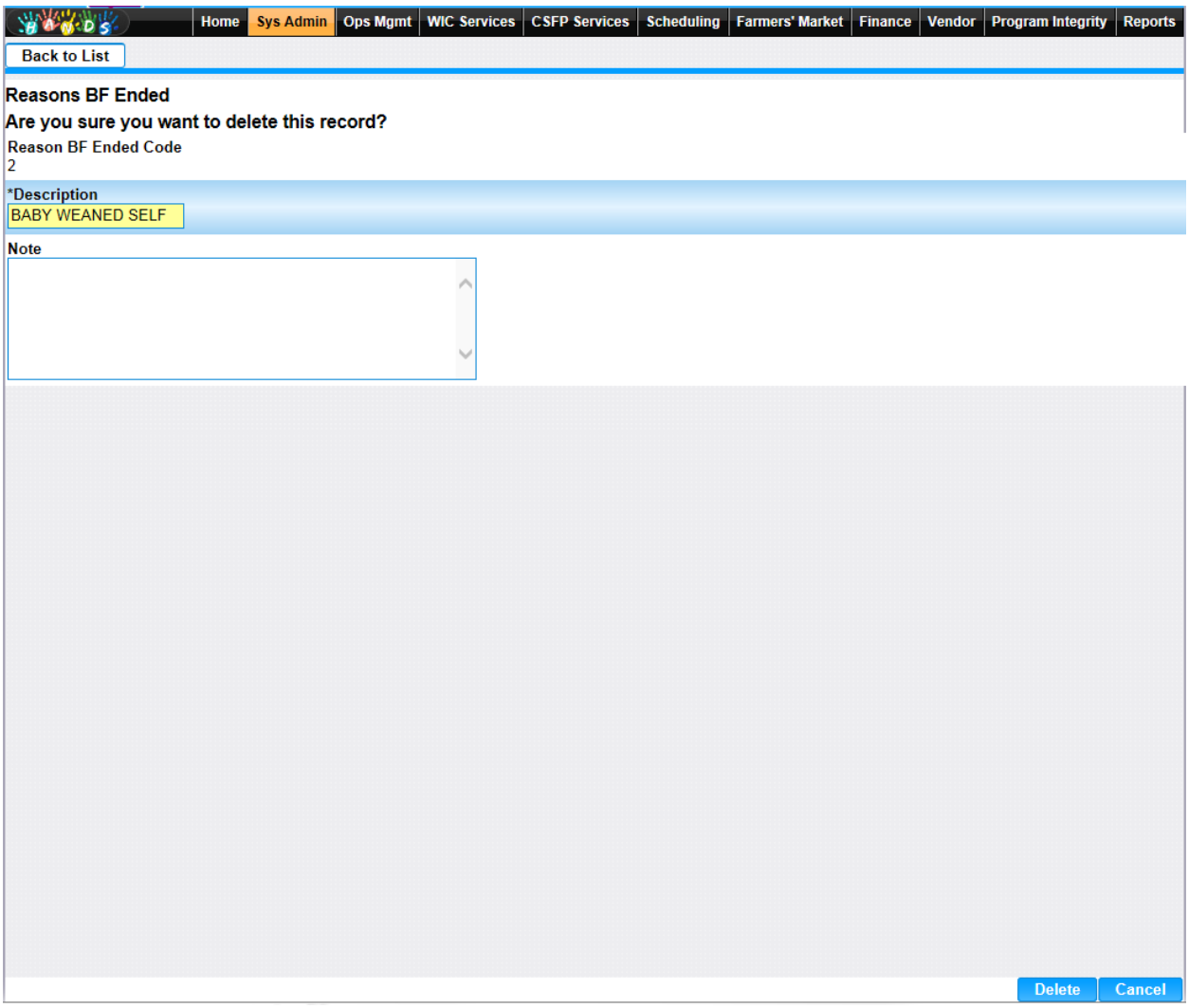


Figure 172: Delete Reasons BF Ended Page

51.3 Add Reasons BF Ended Page

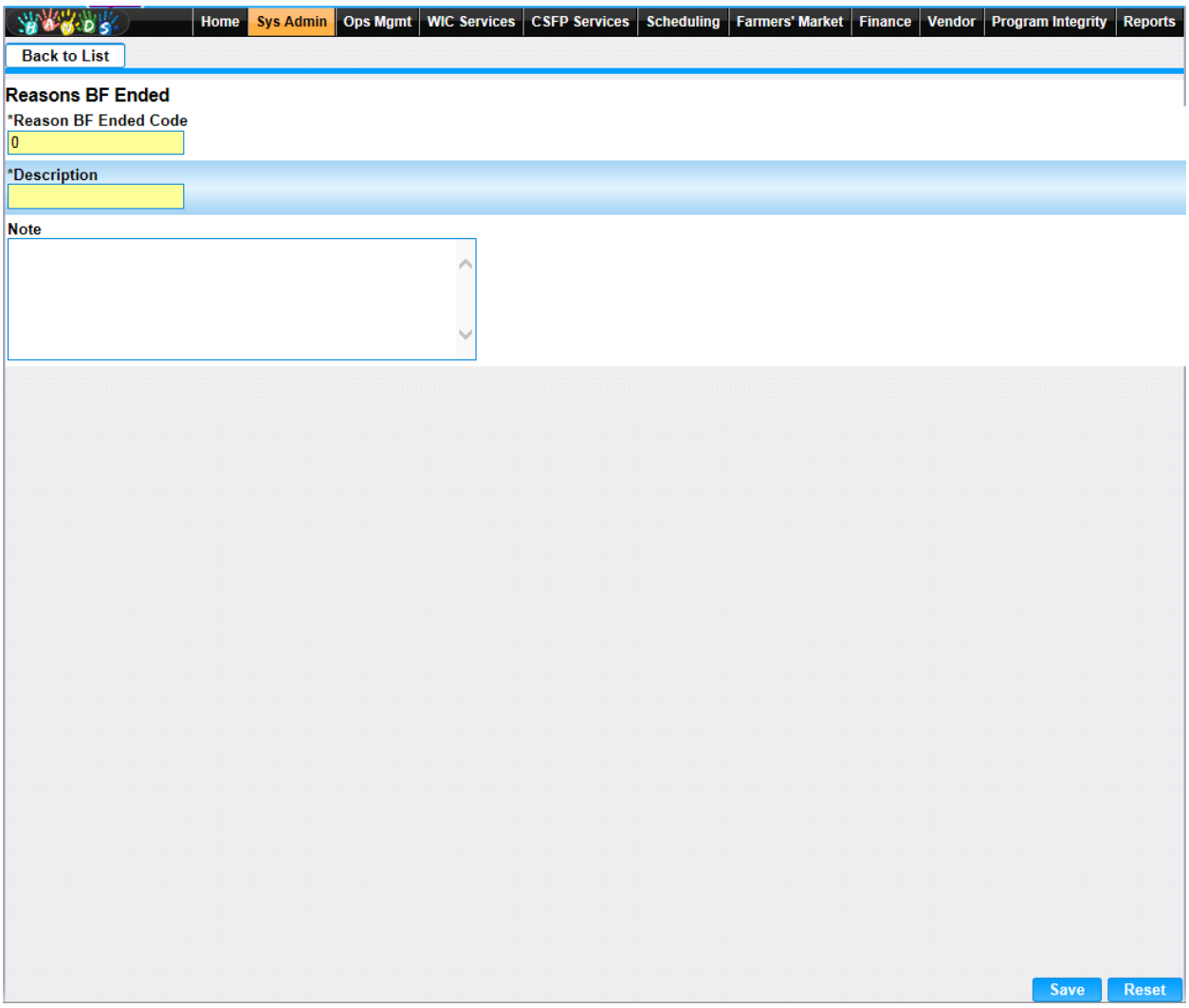
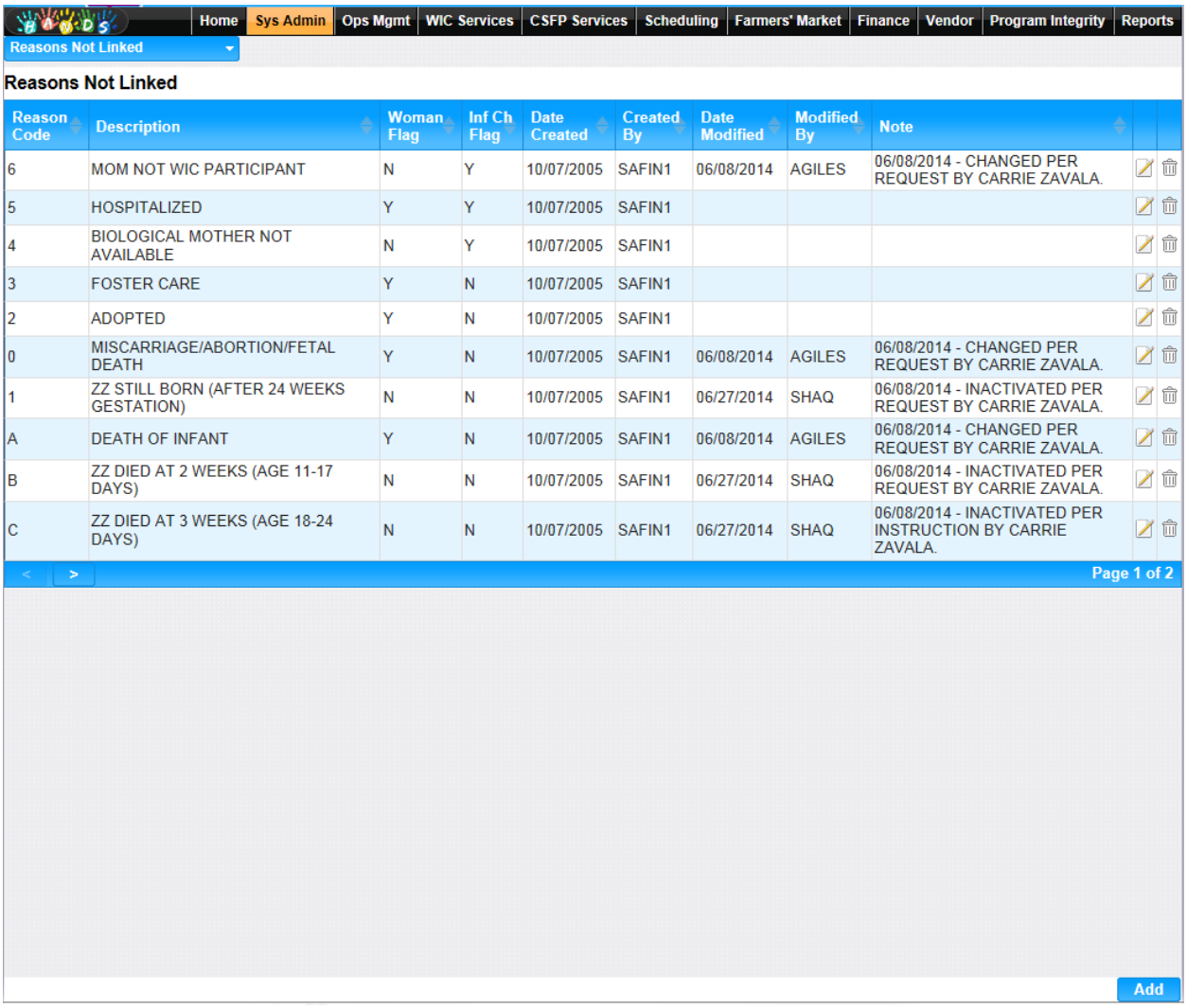


Figure 173: Add Reasons BF Ended Page

52 REASONS NOT LINKED

The Reasons Not Linked base table allows for the configuration of reason types within HANDS for why an infant child client is not linked to a mother client or why a mother client is not linked with her infant child client.

Navigation Path: Sys Admin | WIC Base Tables | Reasons Not Linked



Reason Code	Description	Woman Flag	Inf Ch Flag	Date Created	Created By	Date Modified	Modified By	Note
6	MOM NOT WIC PARTICIPANT	N	Y	10/07/2005	SAFIN1	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.
5	HOSPITALIZED	Y	Y	10/07/2005	SAFIN1			
4	BIOLOGICAL MOTHER NOT AVAILABLE	N	Y	10/07/2005	SAFIN1			
3	FOSTER CARE	Y	N	10/07/2005	SAFIN1			
2	ADOPTED	Y	N	10/07/2005	SAFIN1			
0	MISCARRIAGE/ABORTION/FETAL DEATH	Y	N	10/07/2005	SAFIN1	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.
1	ZZ STILL BORN (AFTER 24 WEEKS GESTATION)	N	N	10/07/2005	SAFIN1	06/27/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.
A	DEATH OF INFANT	Y	N	10/07/2005	SAFIN1	06/08/2014	AGILES	06/08/2014 - CHANGED PER REQUEST BY CARRIE ZAVALA.
B	ZZ DIED AT 2 WEEKS (AGE 11-17 DAYS)	N	N	10/07/2005	SAFIN1	06/27/2014	SHAQ	06/08/2014 - INACTIVATED PER REQUEST BY CARRIE ZAVALA.
C	ZZ DIED AT 3 WEEKS (AGE 18-24 DAYS)	N	N	10/07/2005	SAFIN1	06/27/2014	SHAQ	06/08/2014 - INACTIVATED PER INSTRUCTION BY CARRIE ZAVALA.

Figure 174: Reasons Not Linked

Fields:

- **Reasons Code –** A user defined string with a maximum length of 2 characters used to uniquely identify the reason type within HANDS for why the infant child is not linked to the mother or the mother is not linked to the infant child.
- **Description –** A verbose description of the reason type for why the infant child is not linked to the mother or the mother is not linked to the infant child.
- **Woman Flag –** A Yes/No indicator of if the reason code can be used to explain why a mother is not linked with her infant child.

- **Inf Ch Flag –** A Yes/No indicator of if the reason code can be used to explain why an infant child is not linked to his/her mother.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Reasons Not Linked Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Reasons Not Linked Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Reasons Not Linked Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

52.1 Edit Reasons Not Linked Page

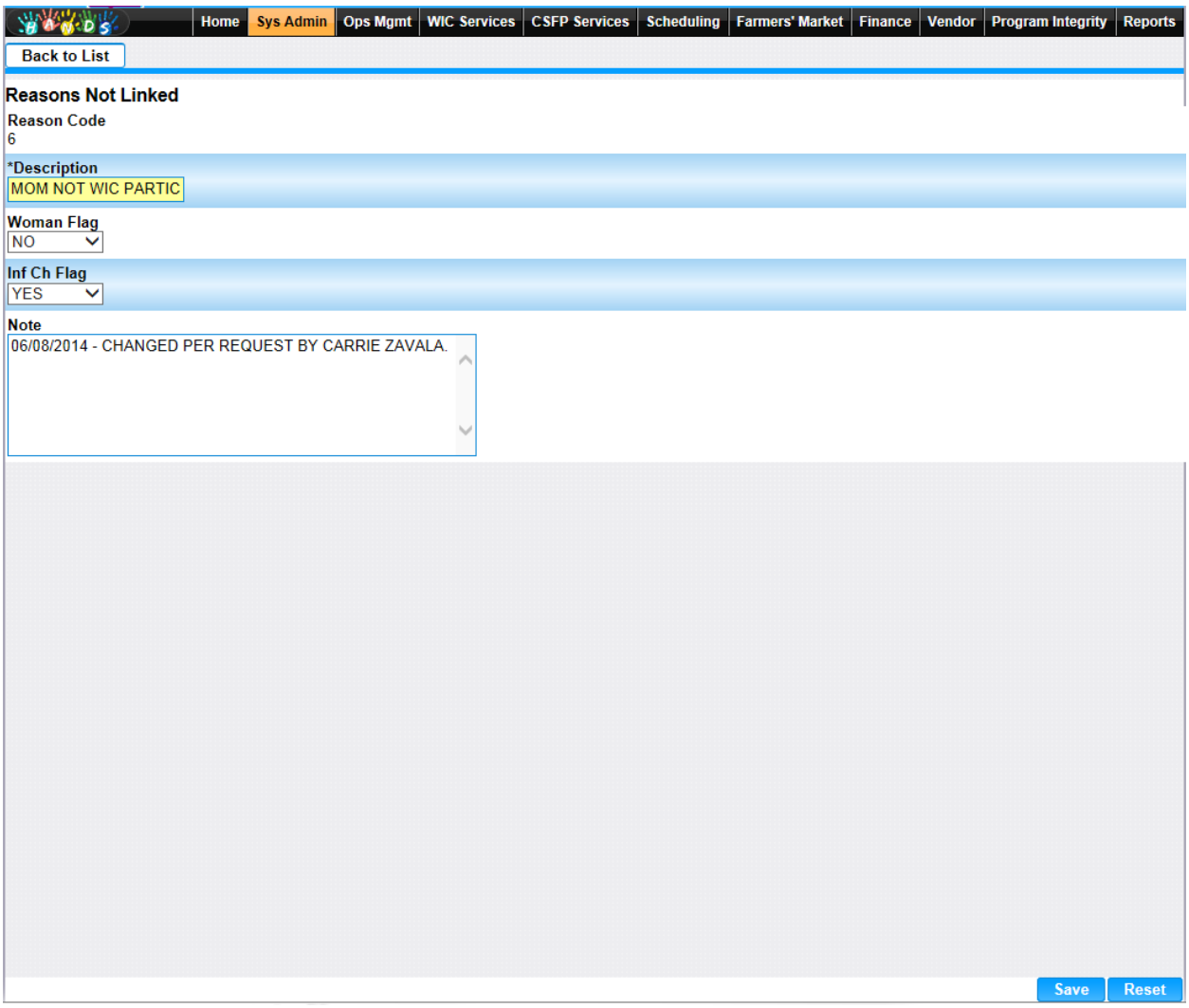


Figure 175: Edit Reasons Not Linked Page

52.2 Delete Reasons Not Linked Page

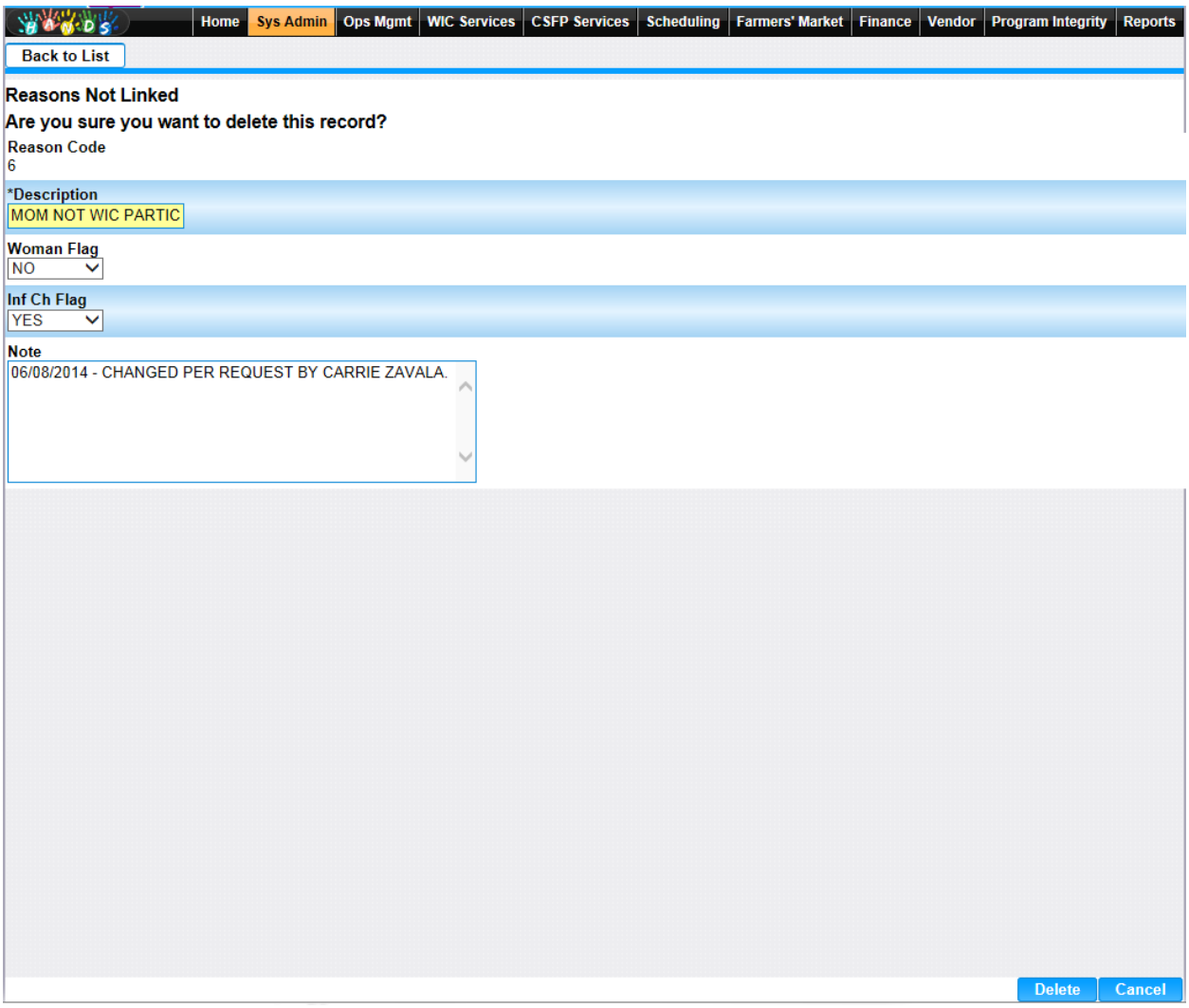


Figure 176: Delete Reasons Not Linked Page

52.3 Add Reasons Not Linked Page

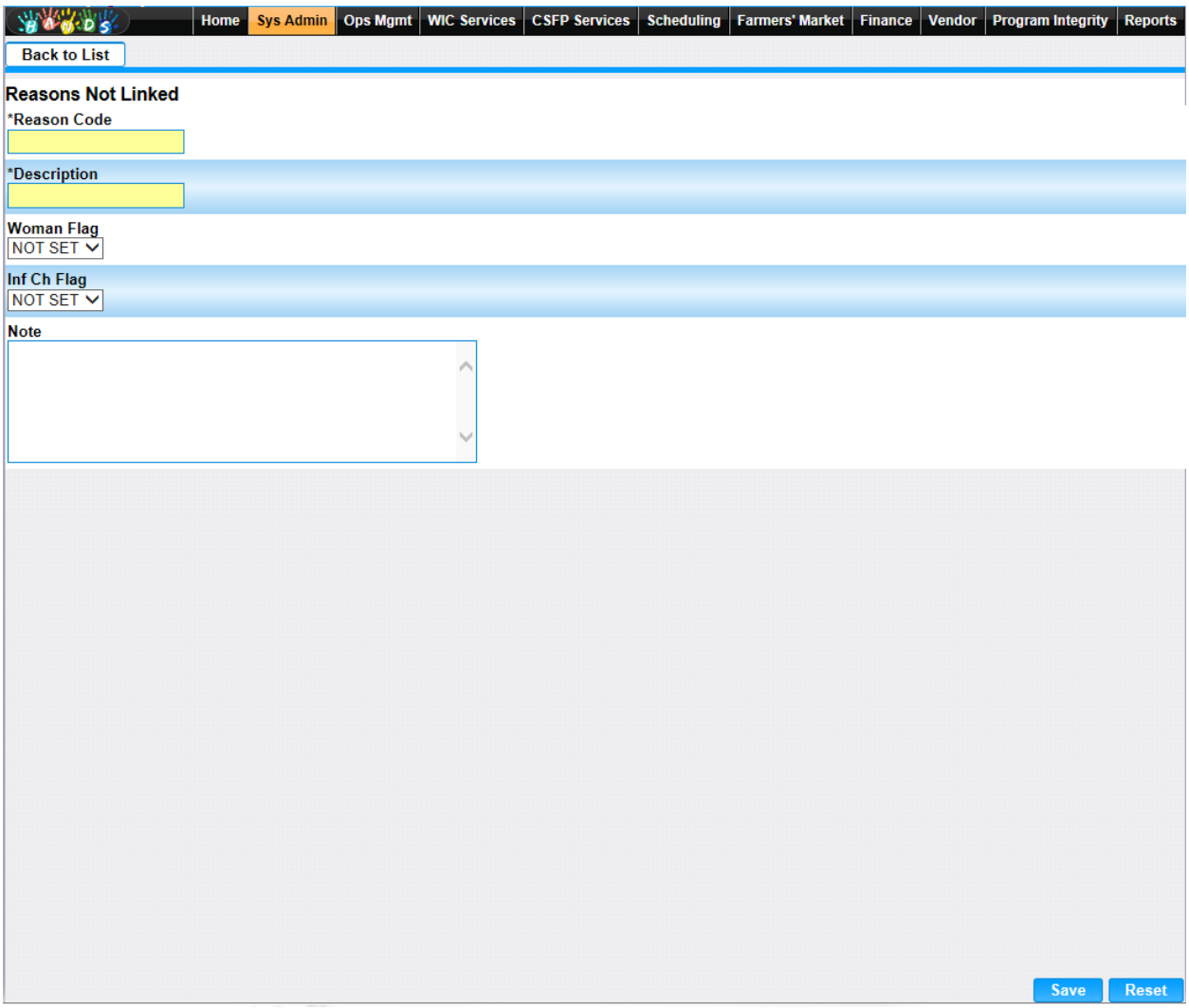


Figure 177: Add Reasons Not Linked Page

53 REASONS NOT PRESENT

The Reasons Not Present base table allows for the configuration of reason types within HANDS for why a client was not present at a clinic visit.

Navigation Path: Sys Admin | WIC Base Tables | Reasons Not Present

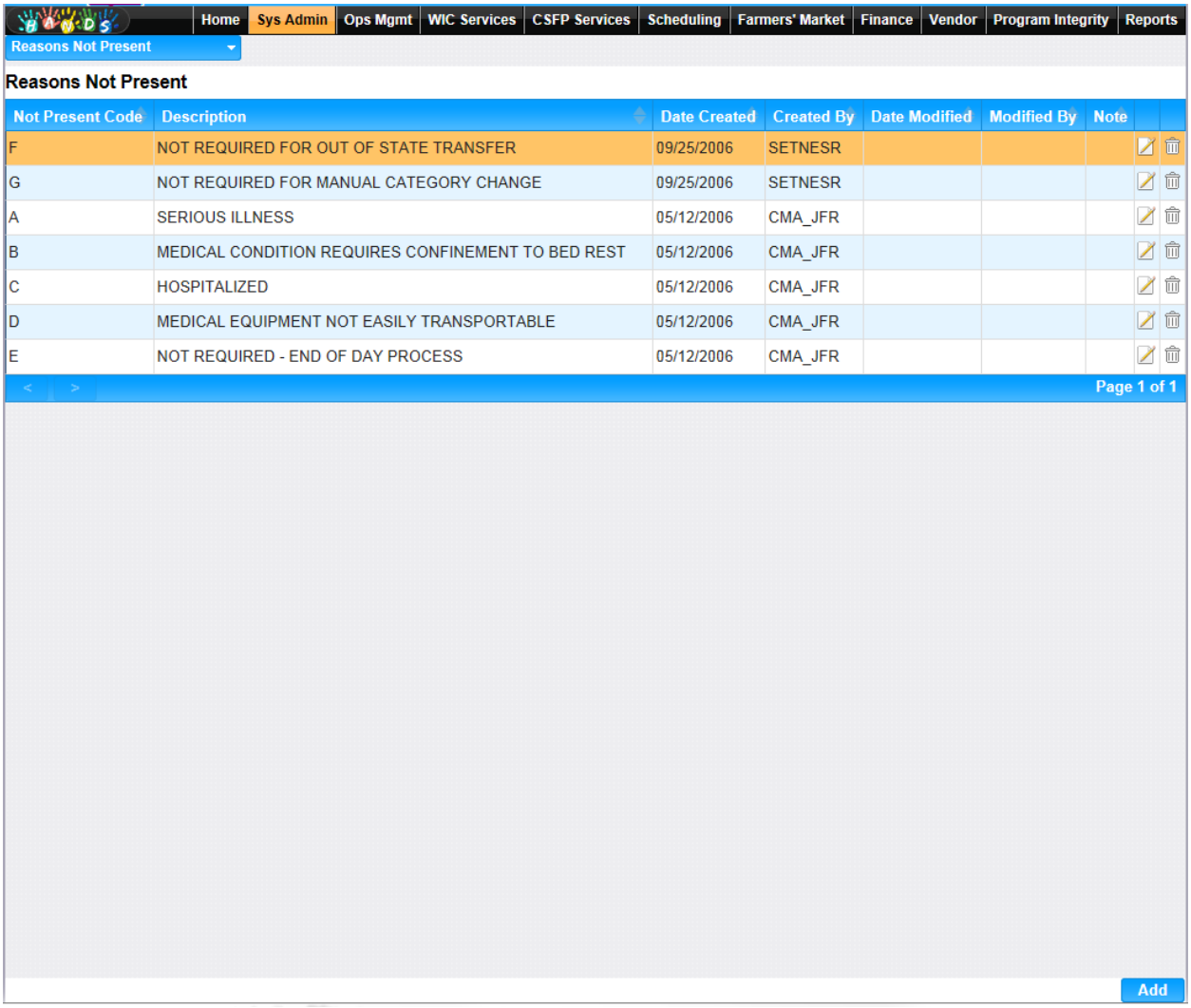


Figure 178: Reasons Not Present

Fields:

- **Not Present Code –** A user defined string with a maximum length of 2 characters used to uniquely identify the reason type within HANDS for why a client was not present at a clinic visit.
- **Description –** A verbose description of the reason type for why a client was not present at a clinic visit.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.

- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Reasons Not Present Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Reasons Not Present Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Reasons Not Present Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

53.1 Edit Reasons Not Present Page

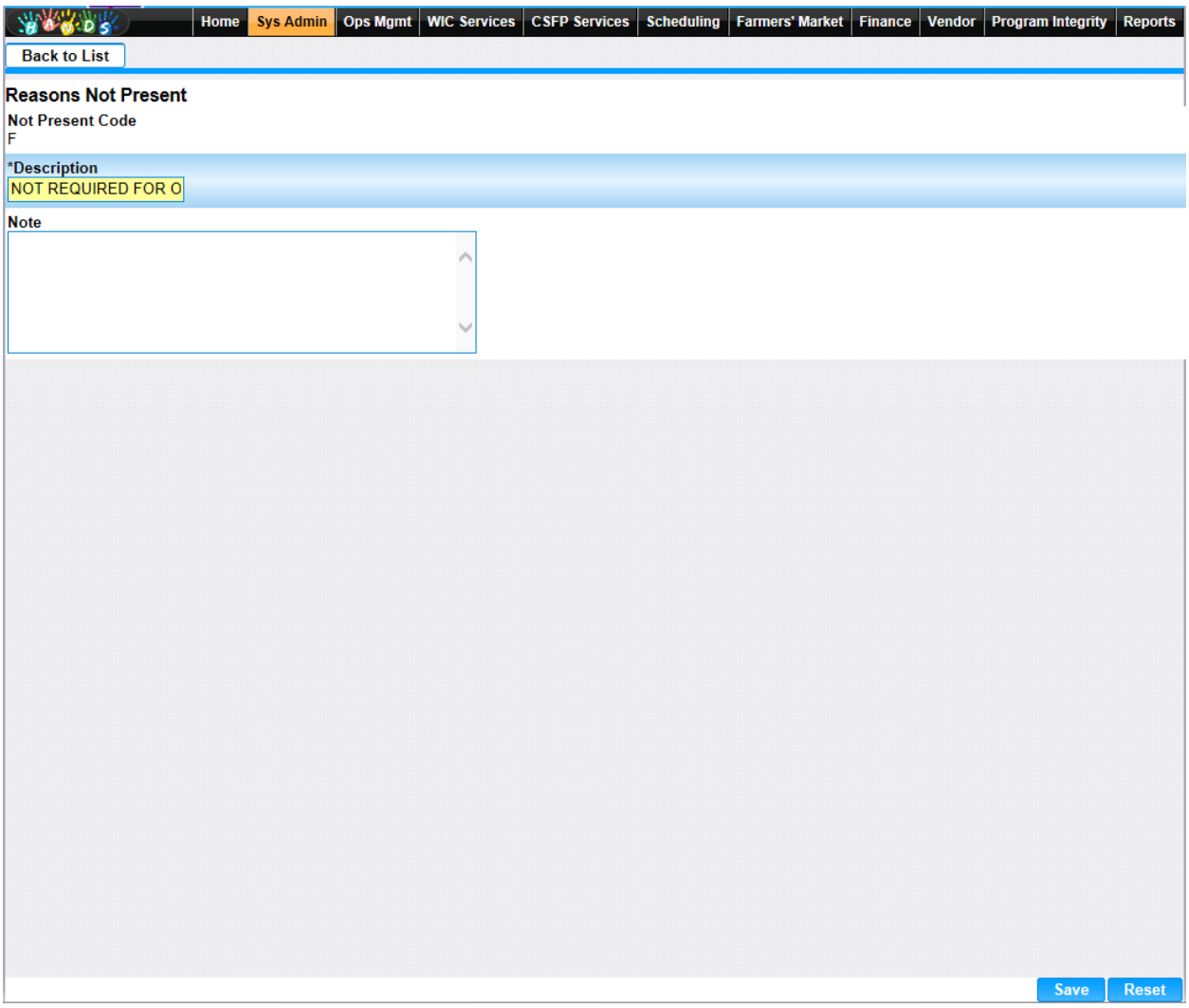


Figure 179: Edit Reasons Not Present Page

53.2 Delete Reasons Not Present Page

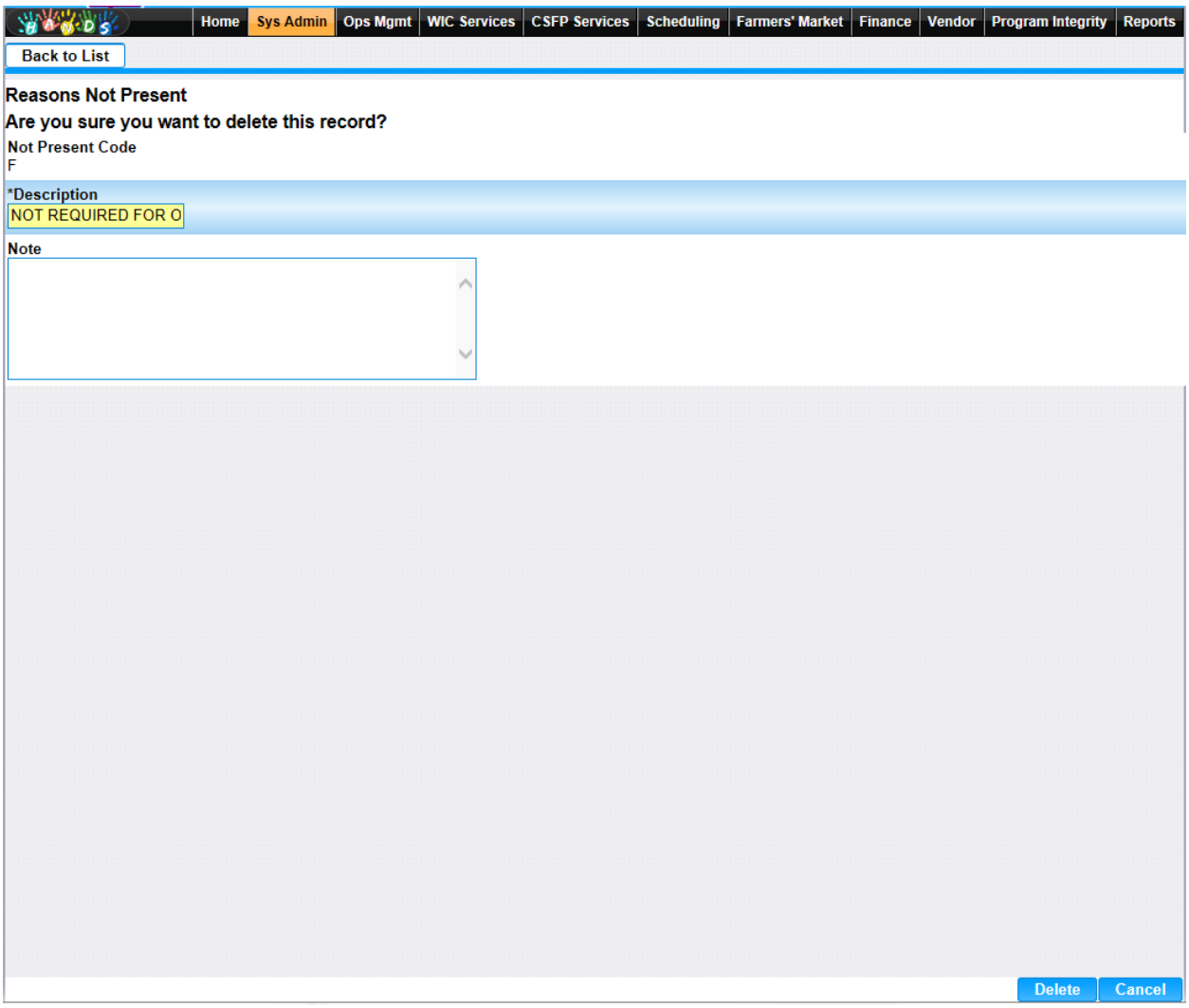


Figure 180: Delete Reasons Not Present Page

53.3 Add Reasons Not Present Page

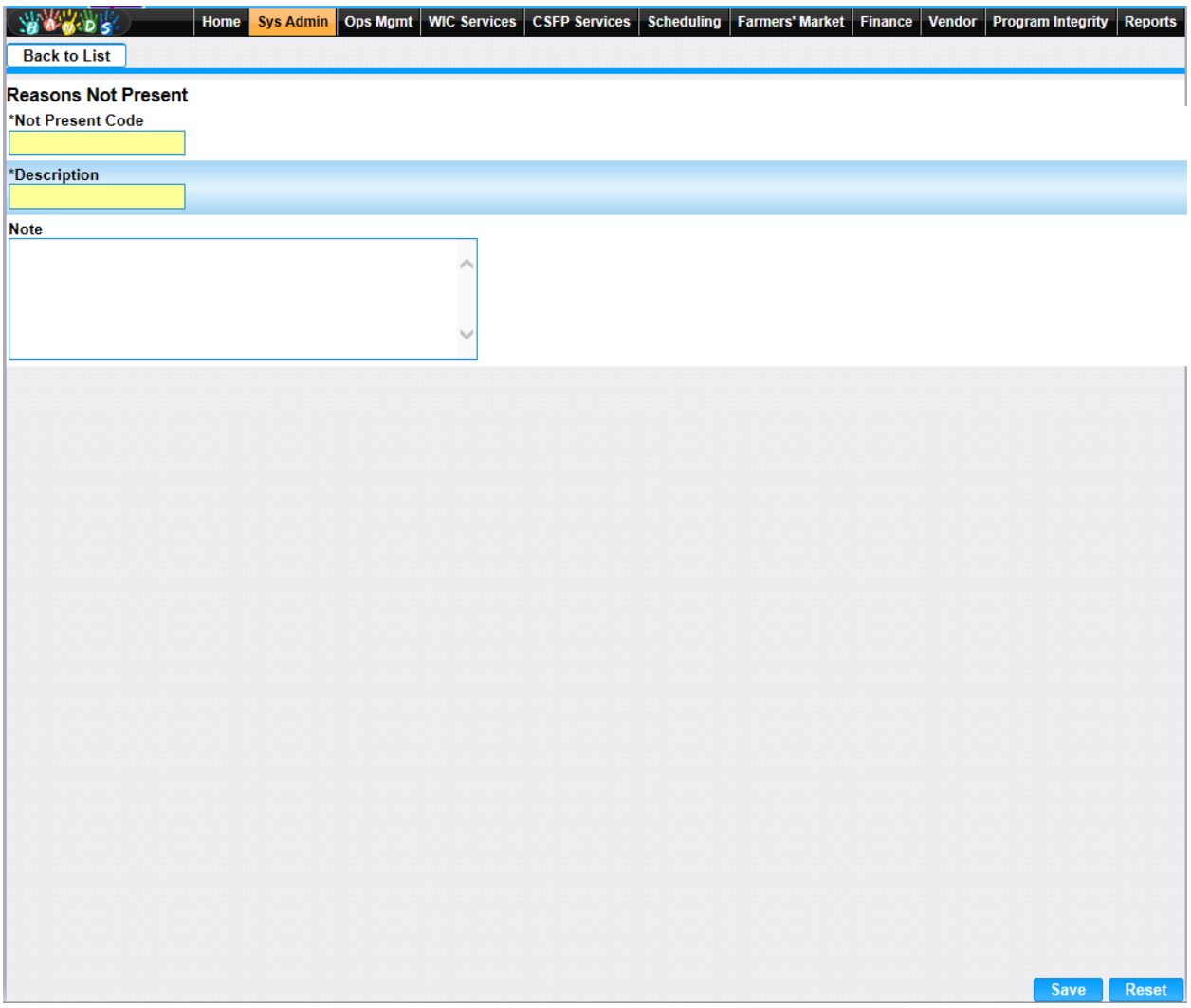
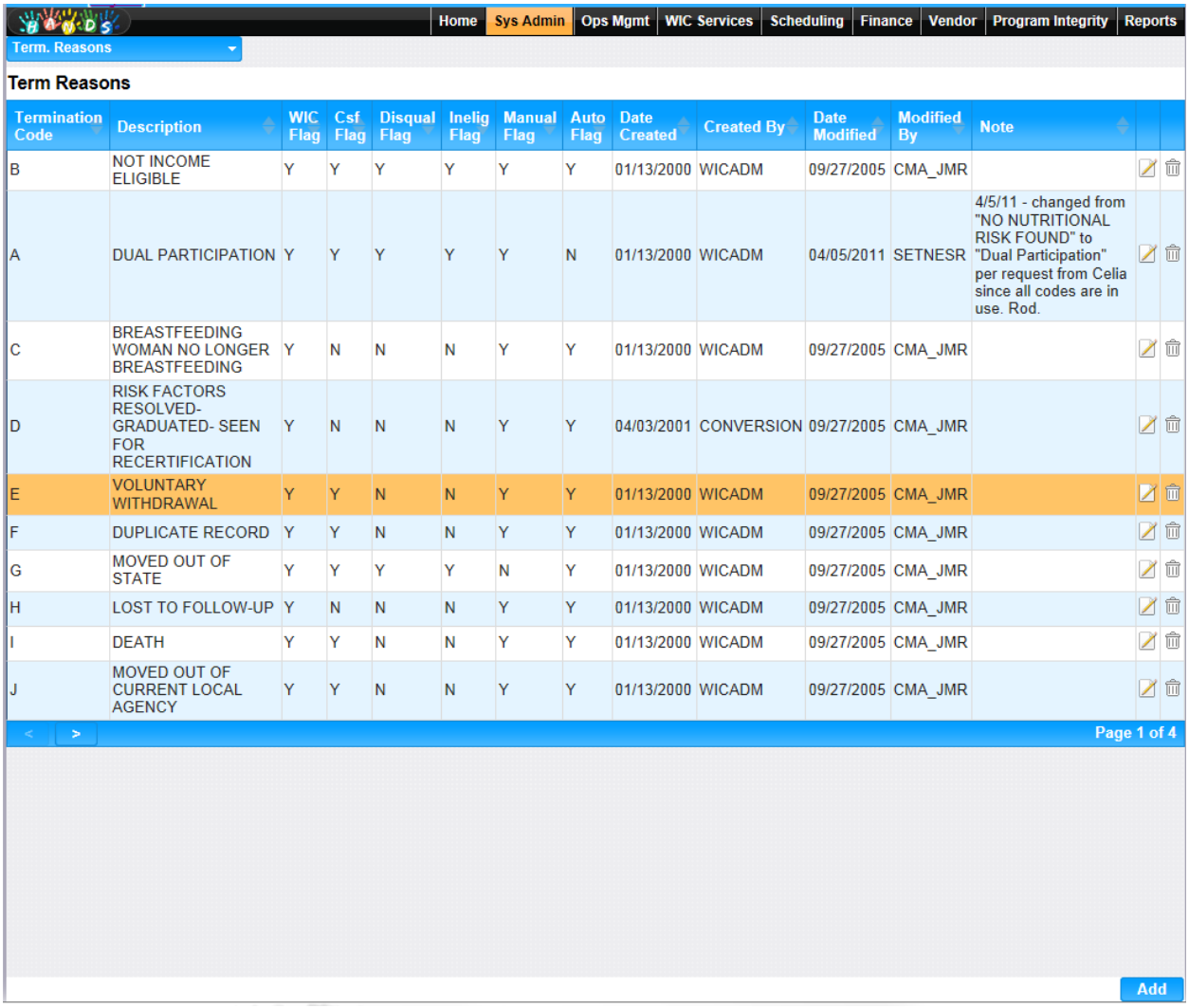


Figure 181: Add Reasons Not Present Page

54 TERM REASONS

The Term Reasons base table allows for the configuration of reason types within HANDS for why a client was terminated from the states WIC program.

Navigation Path: Sys Admin | WIC Base Tables | Term Reasons



Termination Code	Description	WIC Flag	Csf Flag	Disqual Flag	Inelig Flag	Manual Flag	Auto Flag	Date Created	Created By	Date Modified	Modified By	Note
B	NOT INCOME ELIGIBLE	Y	Y	Y	Y	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
A	DUAL PARTICIPATION	Y	Y	Y	Y	Y	N	01/13/2000	WICADM	04/05/2011	SETNESR	4/5/11 - changed from "NO NUTRITIONAL RISK FOUND" to "Dual Participation" per request from Celia since all codes are in use. Rod.
C	BREASTFEEDING WOMAN NO LONGER BREASTFEEDING	Y	N	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
D	RISK FACTORS RESOLVED-GRADUATED- SEEN FOR RECERTIFICATION	Y	N	N	N	Y	Y	04/03/2001	CONVERSION	09/27/2005	CMA_JMR	
E	VOLUNTARY WITHDRAWAL	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
F	DUPLICATE RECORD	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
G	MOVED OUT OF STATE	Y	Y	Y	Y	N	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
H	LOST TO FOLLOW-UP	Y	N	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
I	DEATH	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	
J	MOVED OUT OF CURRENT LOCAL AGENCY	Y	Y	N	N	Y	Y	01/13/2000	WICADM	09/27/2005	CMA_JMR	

Figure 182: Term Reasons

Fields:

- **Termination Code –** A user defined string with a maximum length of 1 character used to uniquely identify the reason type within HANDS for why the client was terminated from the states WIC program.
- **Description –** A verbose description of the reason type for why the client was terminated from the states WIC program.
- **WIC Flag –** A Yes/No indicator of if the termination reason type is valid for termination from the WIC Program.

- **Csf Flag –** A Yes/No indicator of if the termination reason type is valid for termination from the CSF Program.
- **Disqual Flag –** A Yes/No indicator of if the termination reason type is valid for termination based on the client being disqualified.
- **Inelig Flag –** A Yes/No indicator of if the termination reason type is valid for termination based on the client not being eligible.
- **Manual Flag –** A Yes/No indicator of if the termination reason type is valid for a manual termination.
- **Auto Flag –** A Yes/No indicator of if the termination reason type is valid for an automated system termination.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Term Reasons Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Term Reasons Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Term Reasons Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

54.1 Edit Term Reasons Page

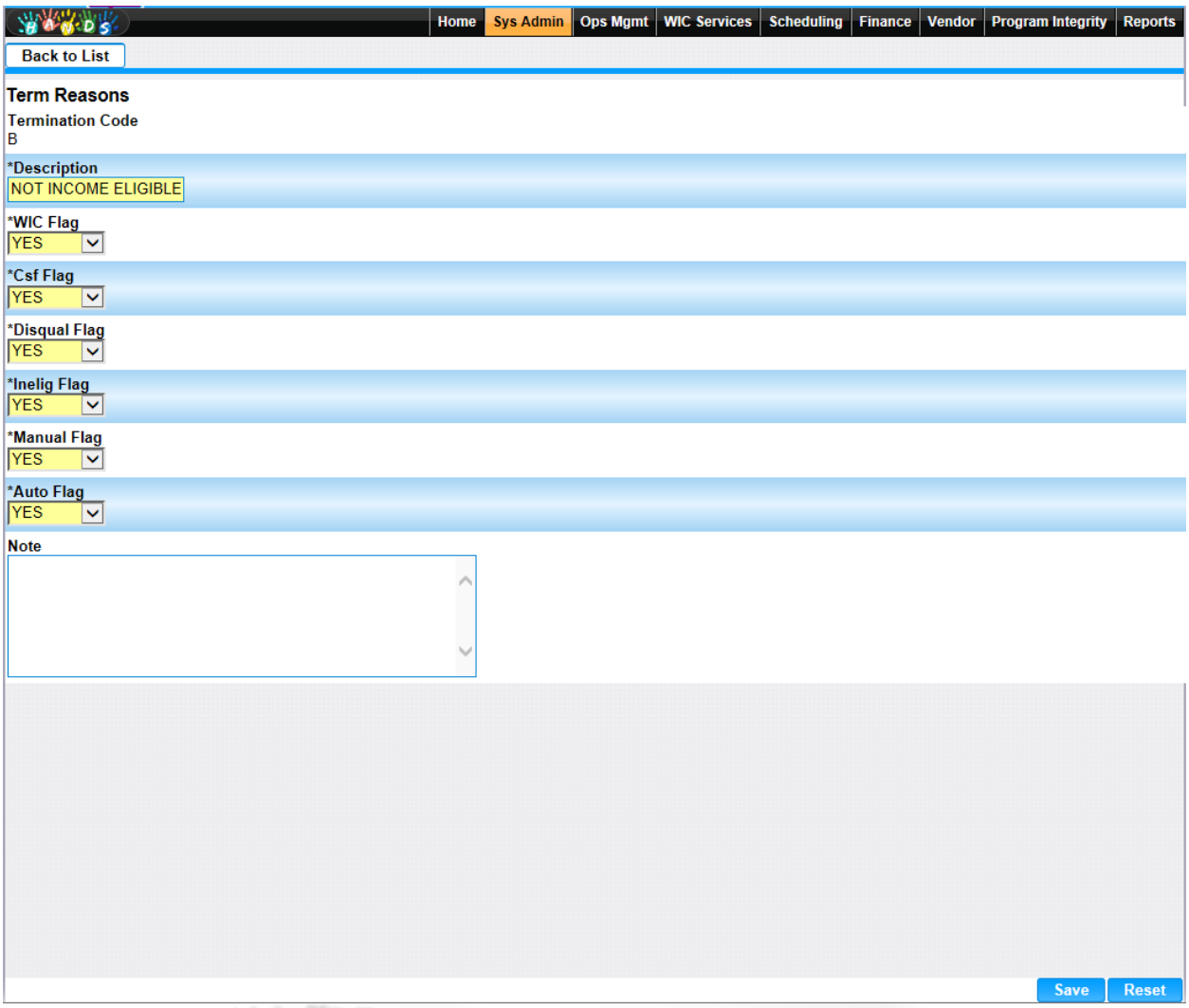


Figure 183: Edit Term Reasons Page

54.2 Delete Term Reasons Page

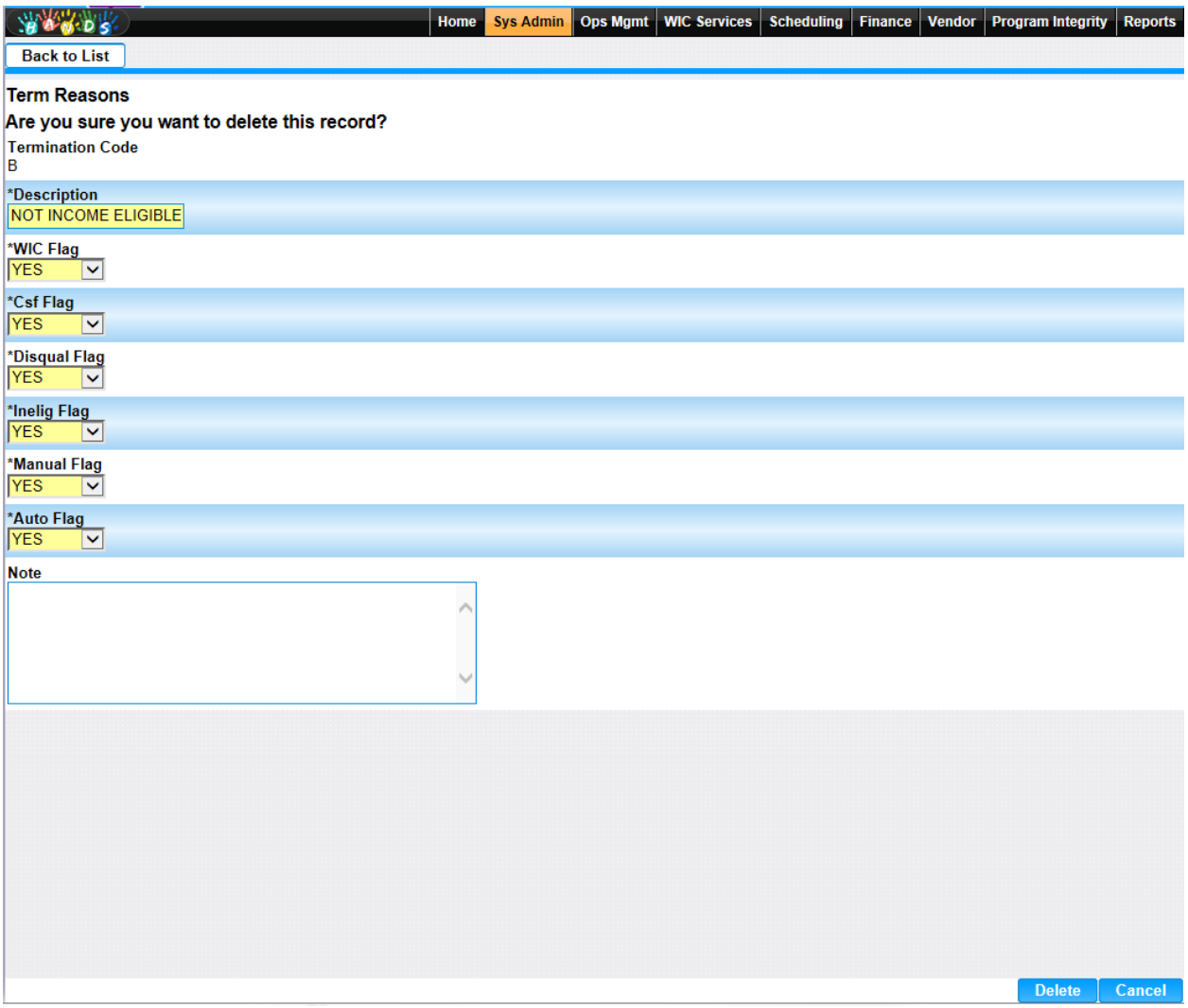


Figure 184: Delete Term Reasons Page

54.3 Add Term Reasons Page

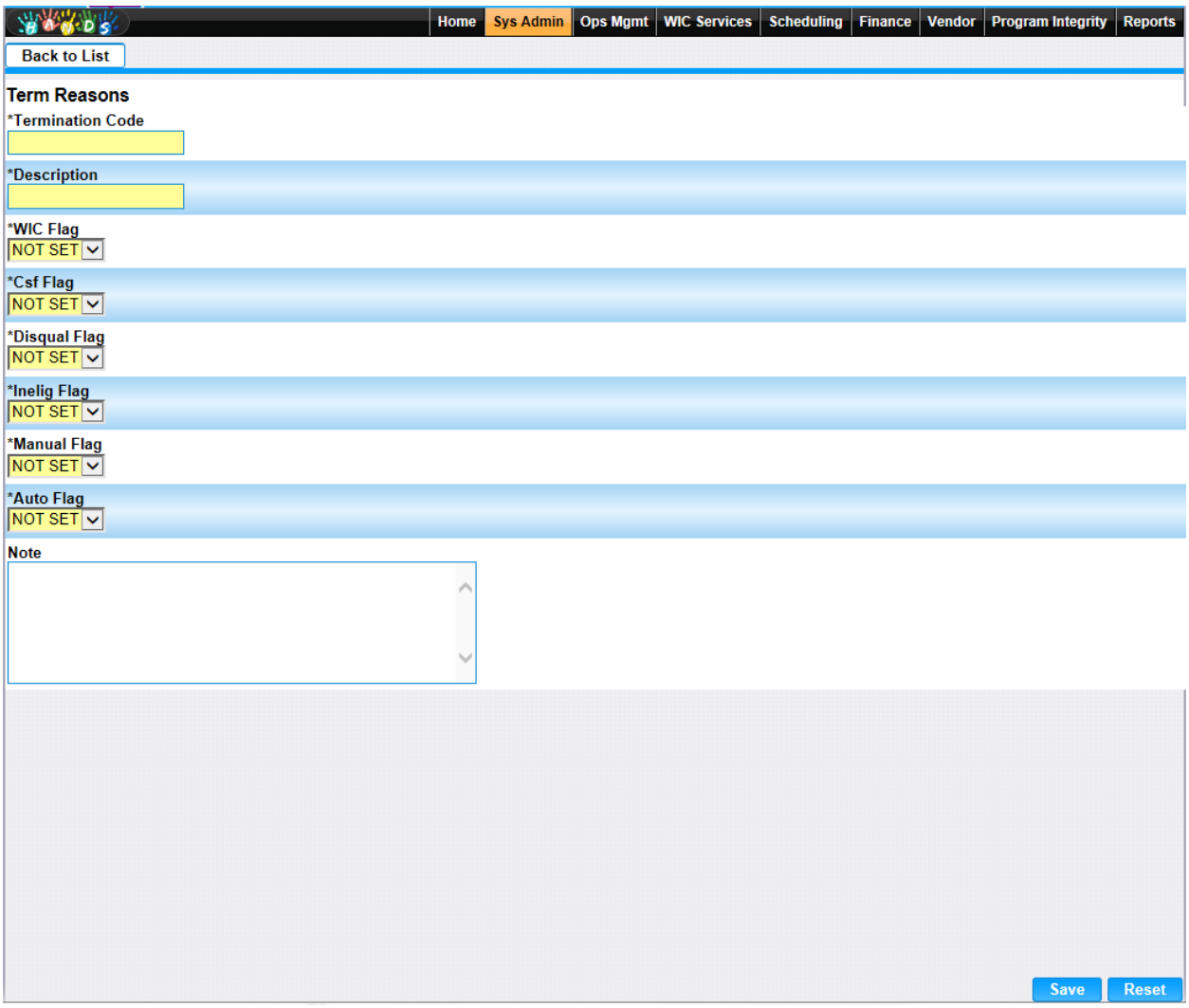
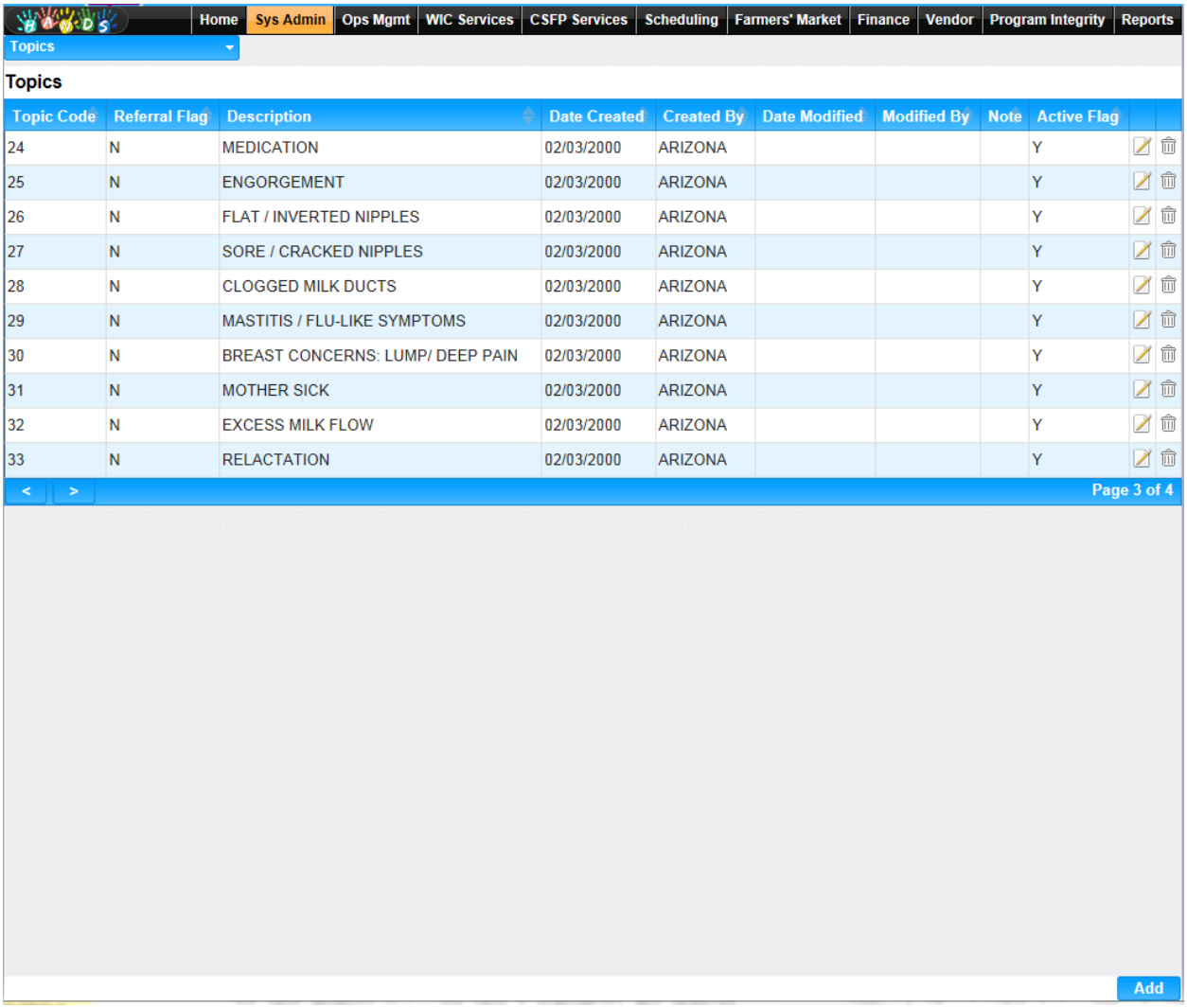


Figure 185: Add Term Reasons Page

55 TOPICS

The Topics base table allows for the configuration of WIC related Educational topics.

Navigation Path: Sys Admin | WIC Base Tables | Topics



Topic Code	Referral Flag	Description	Date Created	Created By	Date Modified	Modified By	Note	Active Flag
24	N	MEDICATION	02/03/2000	ARIZONA				Y
25	N	ENGORGEMENT	02/03/2000	ARIZONA				Y
26	N	FLAT / INVERTED NIPPLES	02/03/2000	ARIZONA				Y
27	N	SORE / CRACKED NIPPLES	02/03/2000	ARIZONA				Y
28	N	CLOGGED MILK DUCTS	02/03/2000	ARIZONA				Y
29	N	MASTITIS / FLU-LIKE SYMPTOMS	02/03/2000	ARIZONA				Y
30	N	BREAST CONCERNS: LUMP/ DEEP PAIN	02/03/2000	ARIZONA				Y
31	N	MOTHER SICK	02/03/2000	ARIZONA				Y
32	N	EXCESS MILK FLOW	02/03/2000	ARIZONA				Y
33	N	RELACTATION	02/03/2000	ARIZONA				Y

Figure 186: Topics

Fields:

- **Topic Code –** A user defined number with a maximum length of 3 digits used to uniquely identify the topic type within HANDS.
- **Referral Flag –** A Yes/No indicator of if a referral is required for the topic type.
- **Description –** The verbose description of the topic type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **Active Flag –** A Yes/No indicator of if the topic type is active.
- **(Edit Icon) –** When selected navigation will switch to the Edit Topics Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Topics Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Topics Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

55.1 Edit Topics Page

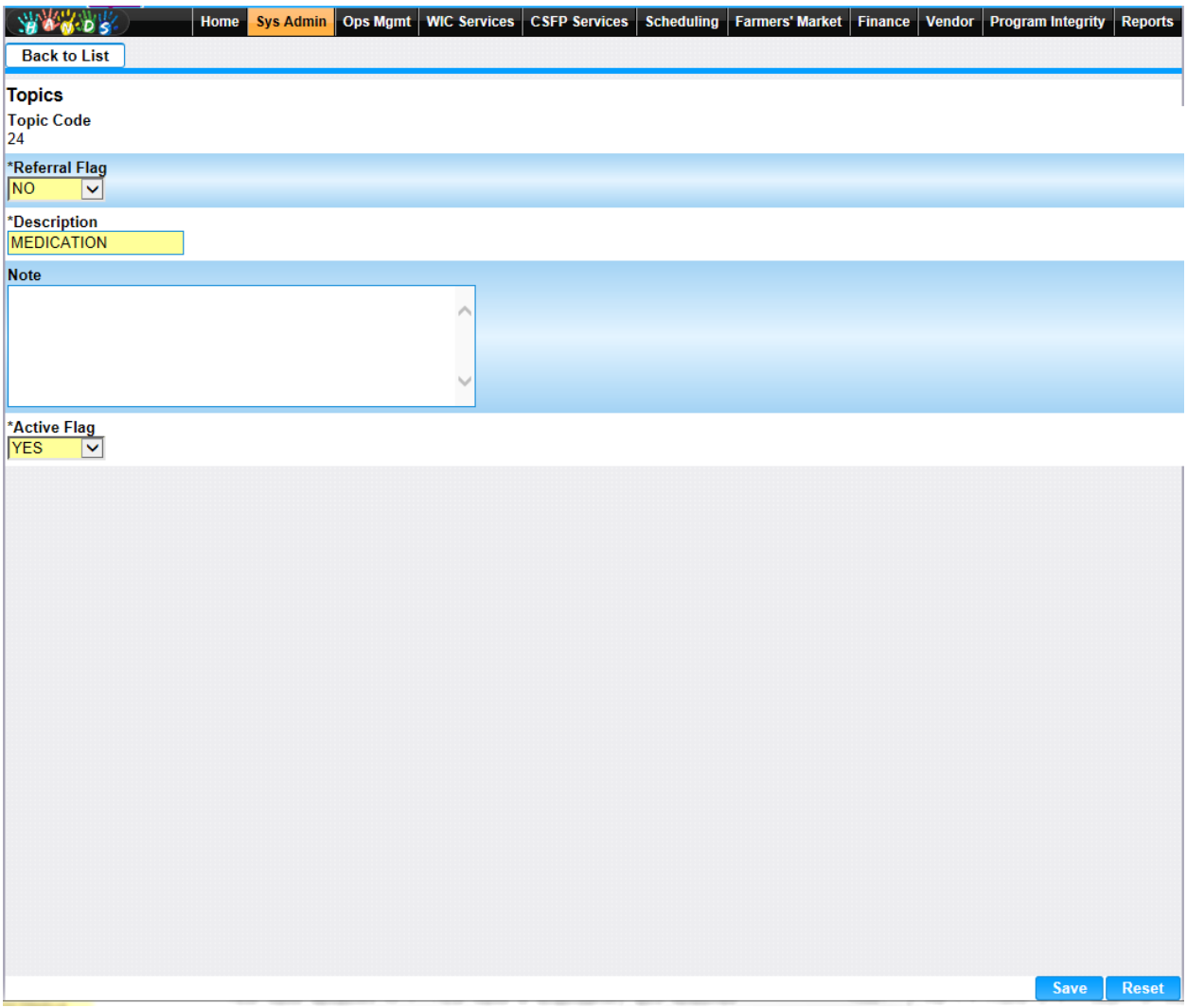


Figure 187: Edit Topics Page

55.2 Delete Topics Page

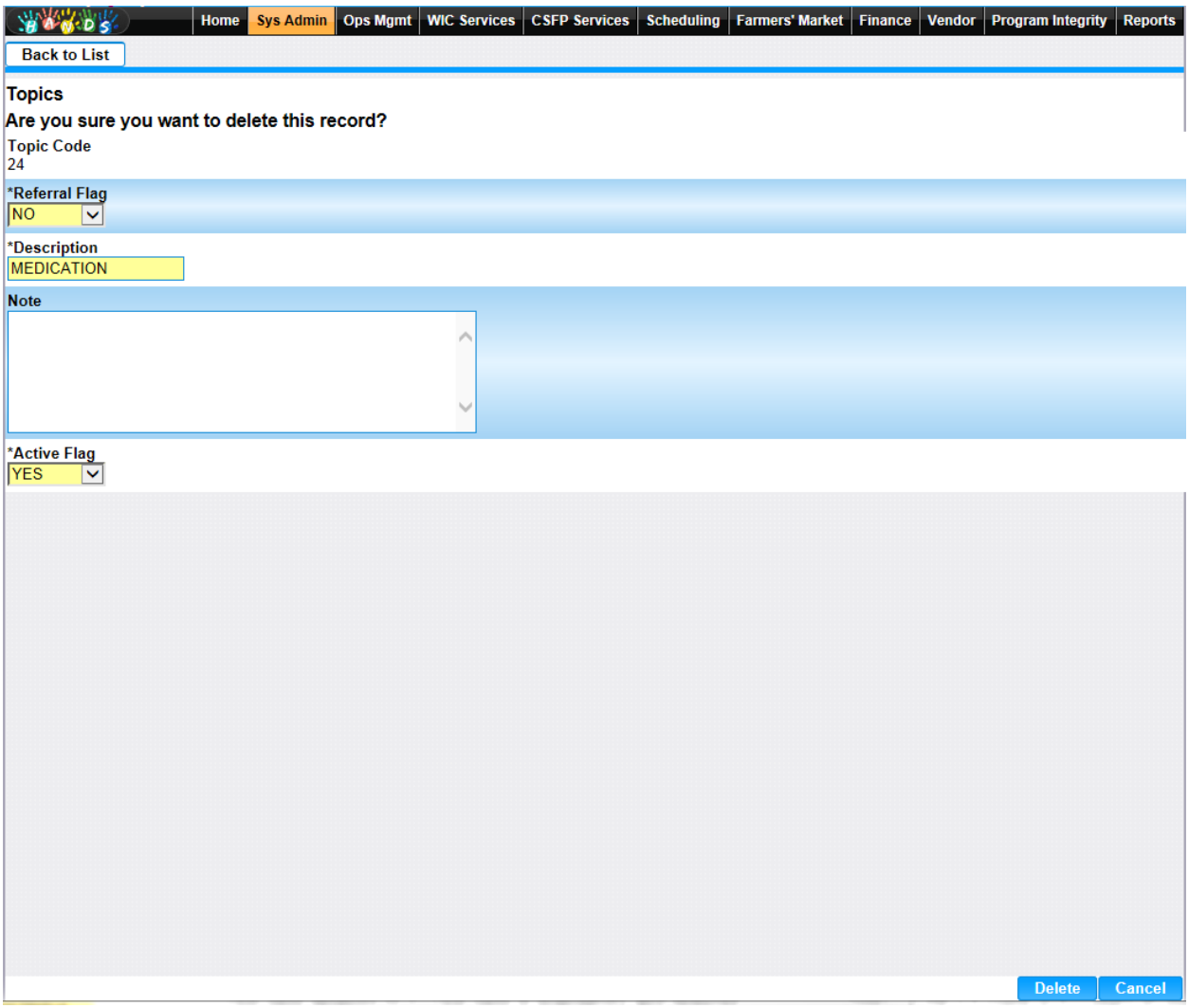


Figure 188: Delete Topics Page

55.3 Add Topics Page

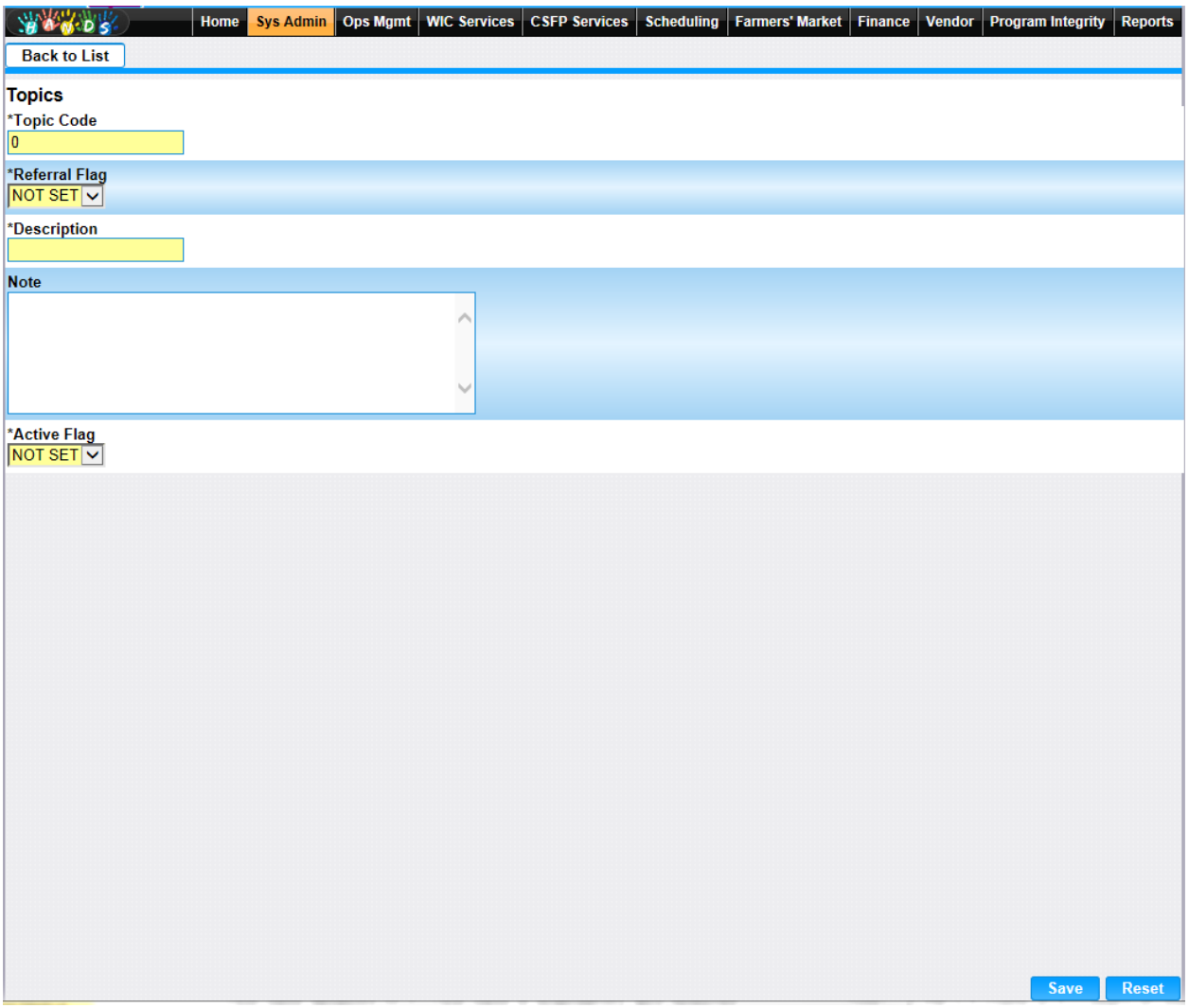


Figure 189: Add Topics Page

56 VOTER REGISTRATIONS

The Voter Registrations base table allows for the configuration of voter registration status types within HANDS.

Navigation Path: Sys Admin | WIC Base Tables | Voter Registrations

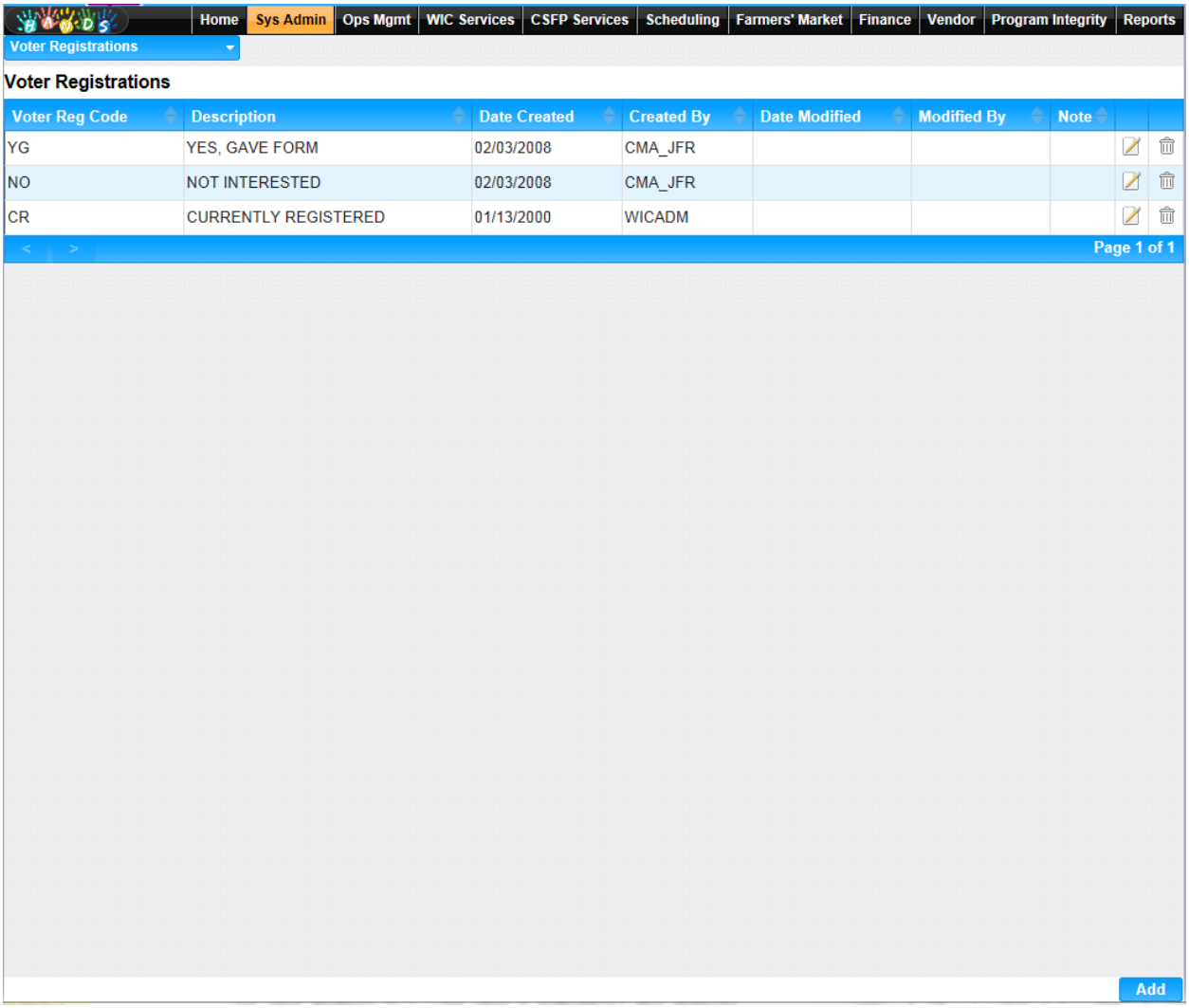


Figure 190: Voter Registrations

Fields:

- **Voter Reg Code –** A user defined string with a maximum length of 2 characters used to uniquely identify the voter registration status type within HANDS.
- **Description –** The verbose description of the voter registration type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Voter Registrations Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Voter Registrations Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Voter Registrations Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

56.1 Edit Voter Registrations Page

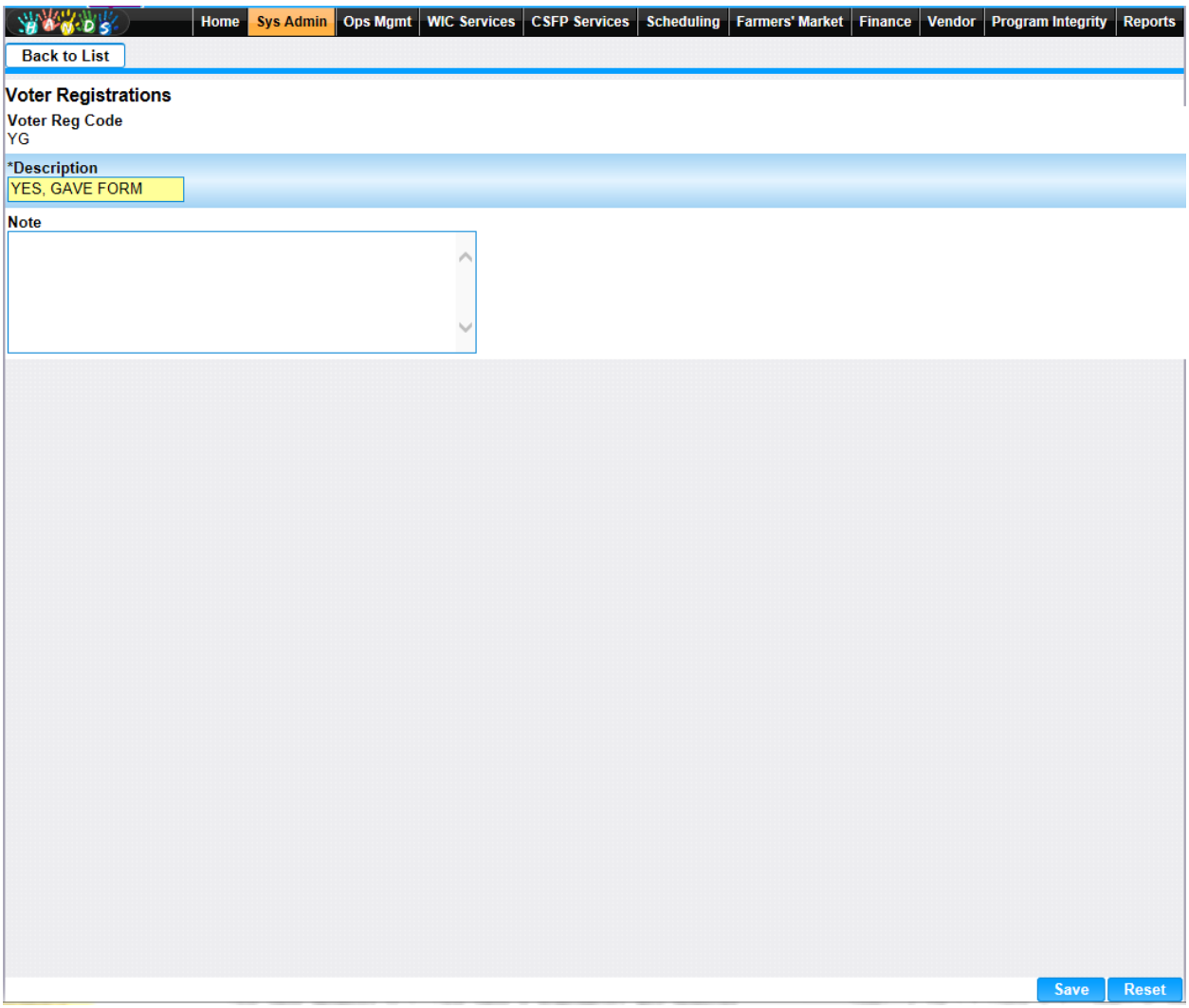


Figure 191: Edit Voter Registration Page

56.2 Delete Voter Registrations Page

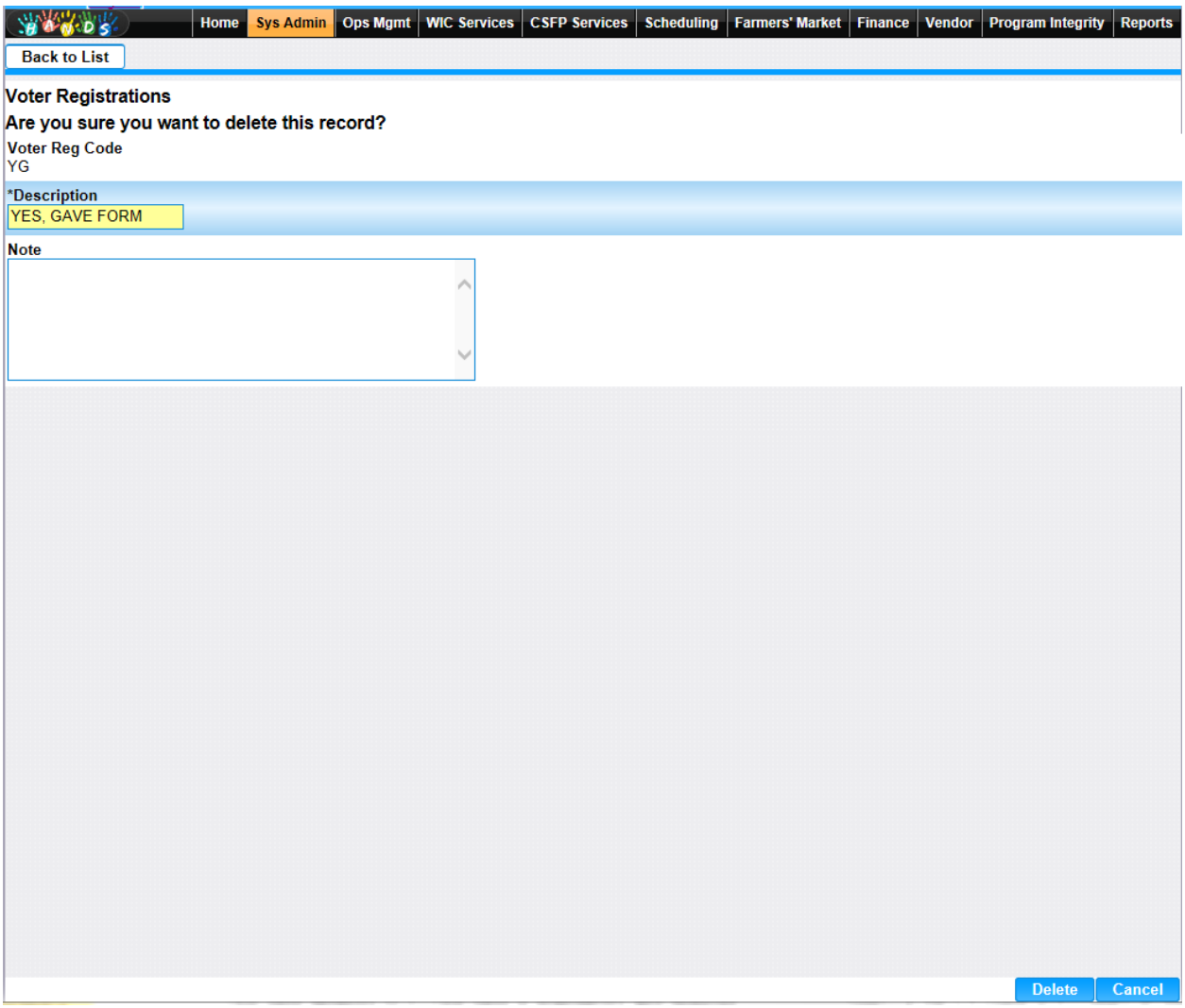


Figure 192: Delete Voter Registration Page

56.3 Add Voter Registrations Page

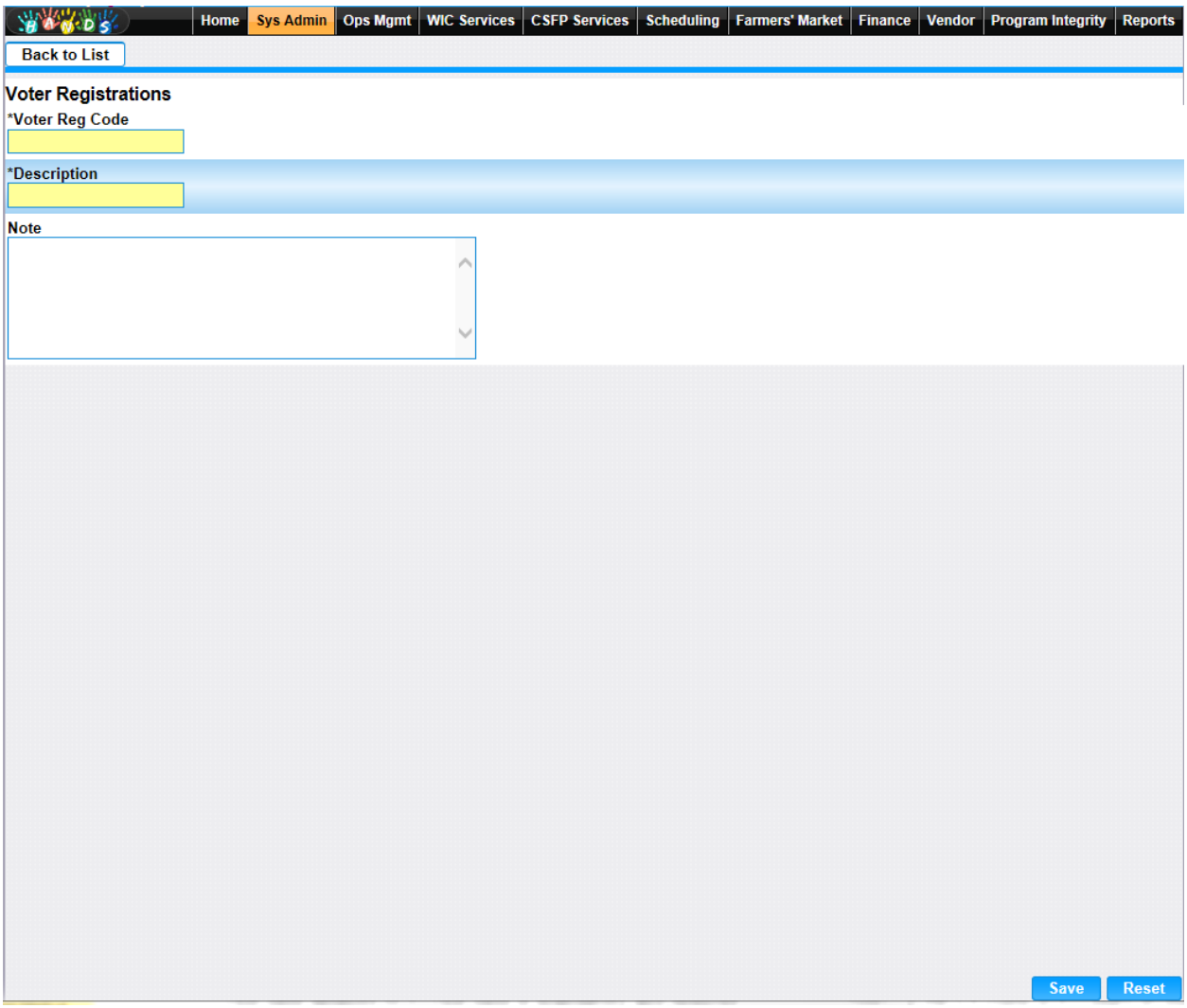


Figure 193: Add Voter Registration Page

57 WEIGHT HEIGHT RANGES

The Weight Height Ranges base table allows for the creation of a database of acceptable valid weight and height ranges within HANDS, used to ensure and sanity check weight and height measurements entered for a client during the enrollment and certification process.

Navigation Path: Sys Admin | System Base Tables | Weight Height Ranges

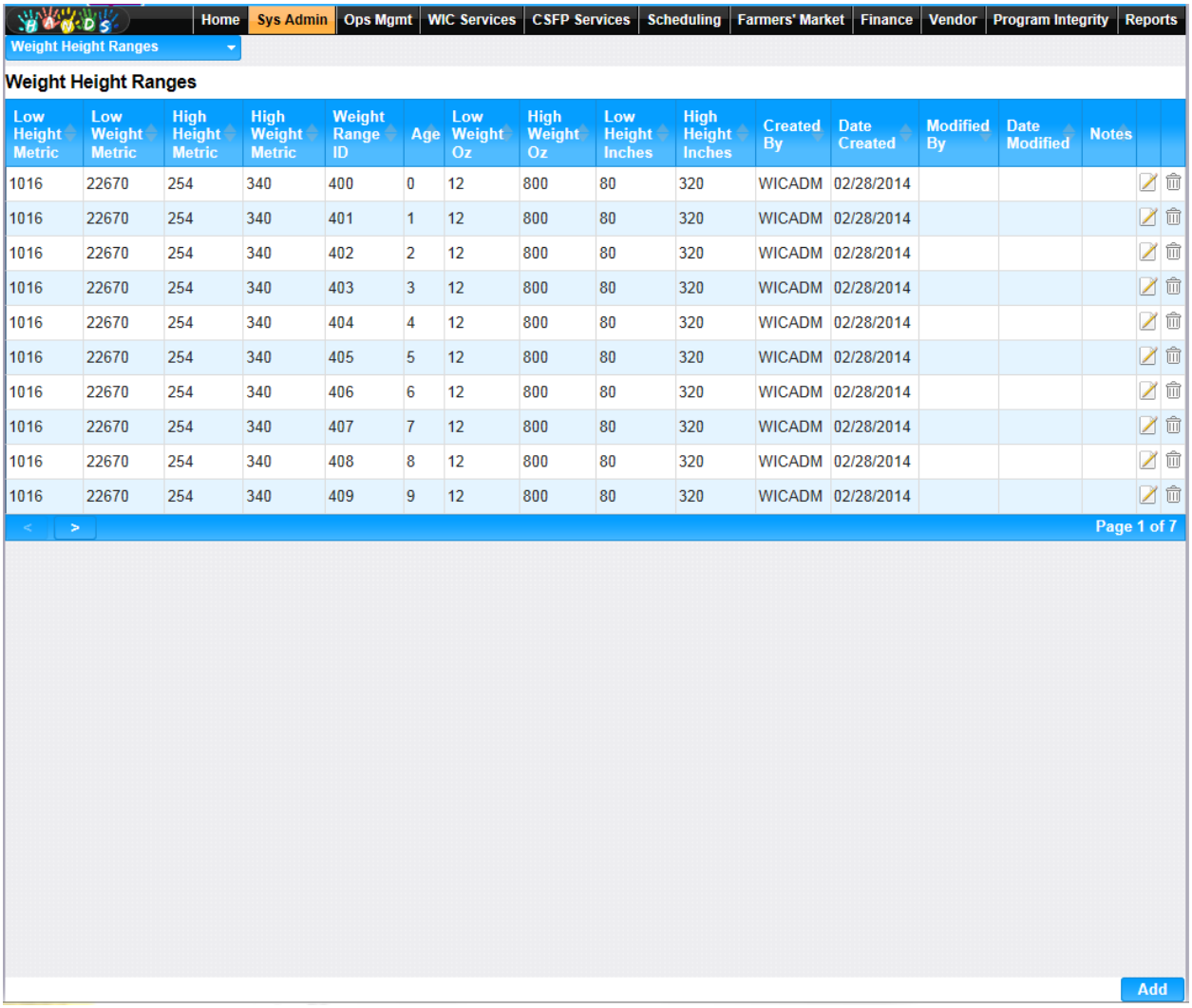


Figure 194: Weight Height Ranges

Fields:

- **High Height Metric –** The high height for the age in Millimeters.
- **High Weight Metric –** The high weight for the age in Grams.
- **Low Height Metric –** The low height for the age in Millimeters.
- **Low Weight Metric –** The high height for the age in Grams.
- **Age –** The Age in months for the height and weight range.
- **Low Weight Oz –** The low weight for the age in ounces.
- **High Weight Oz –** The high weight for the age in ounces.

- **Low Height Inches –** The low height for the age in 1/8 inches.
- **High Height Inches –** The high height for the age in 1/8 inches.
- **Created By –** The User ID of the author who created the record.
- **Date Created –** The date when the record was created.
- **Modified By –** The User ID of the author who last modified the record.
- **Date Modified –** The date when the record was last modified.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Weight Height Ranges Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Weight Height Ranges Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Weight Height Ranges Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

57.1 Edit Weight Height Ranges Page

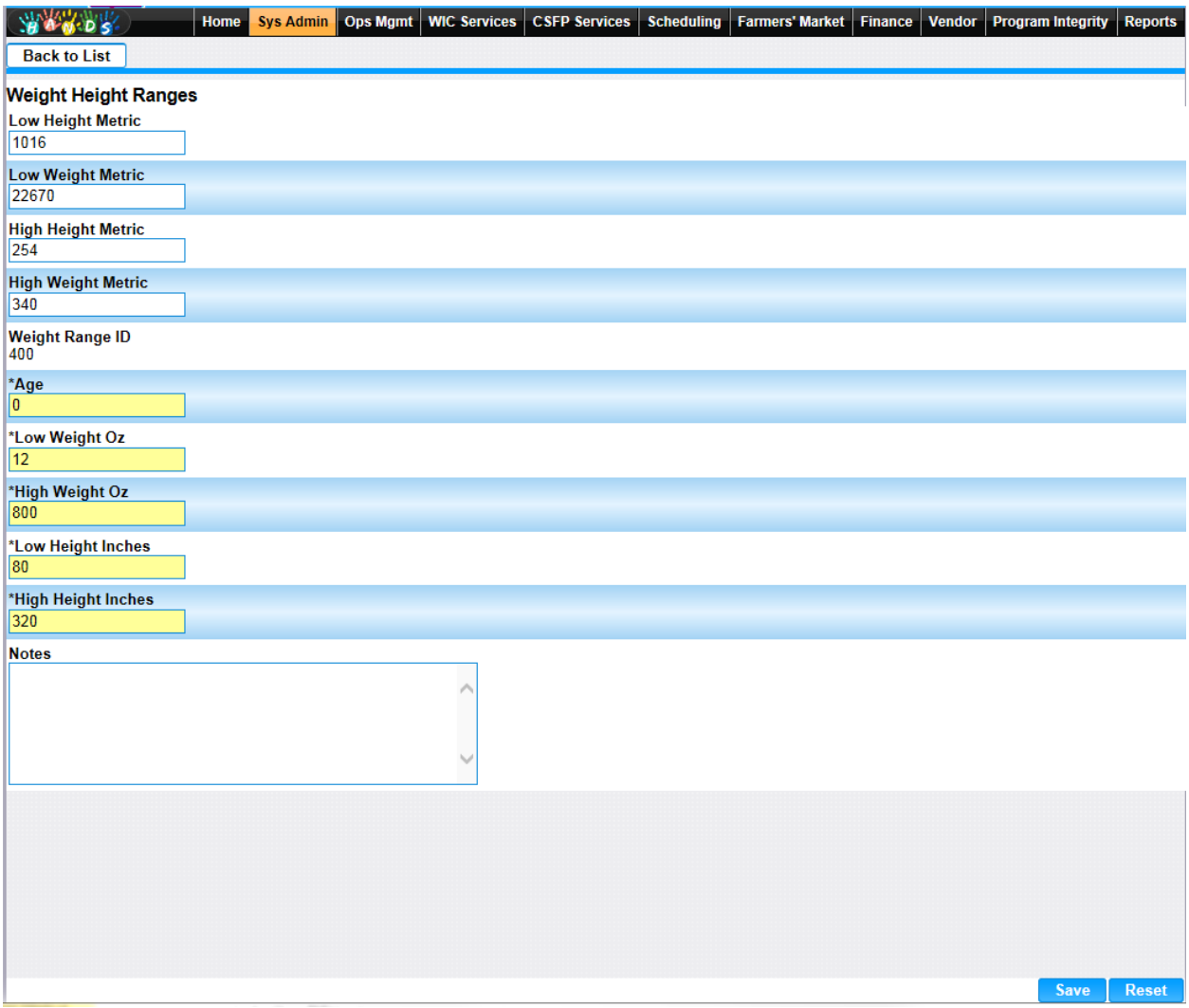


Figure 195: Edit Weight Height Ranges Page

57.2 Delete Weight Height Ranges Page

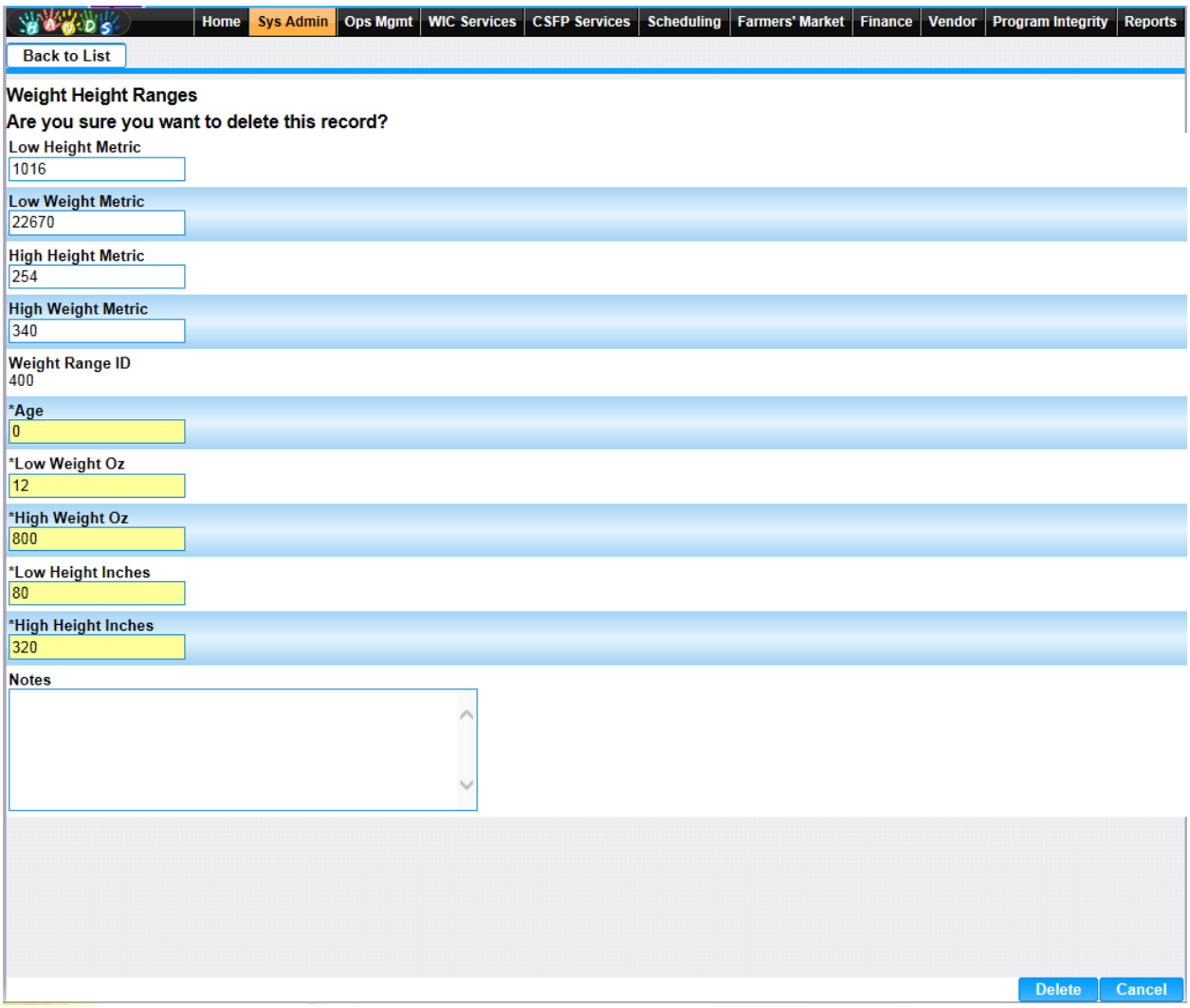


Figure 196: Delete Weight Height Ranges Page

57.3 Add Weight Height Ranges Page

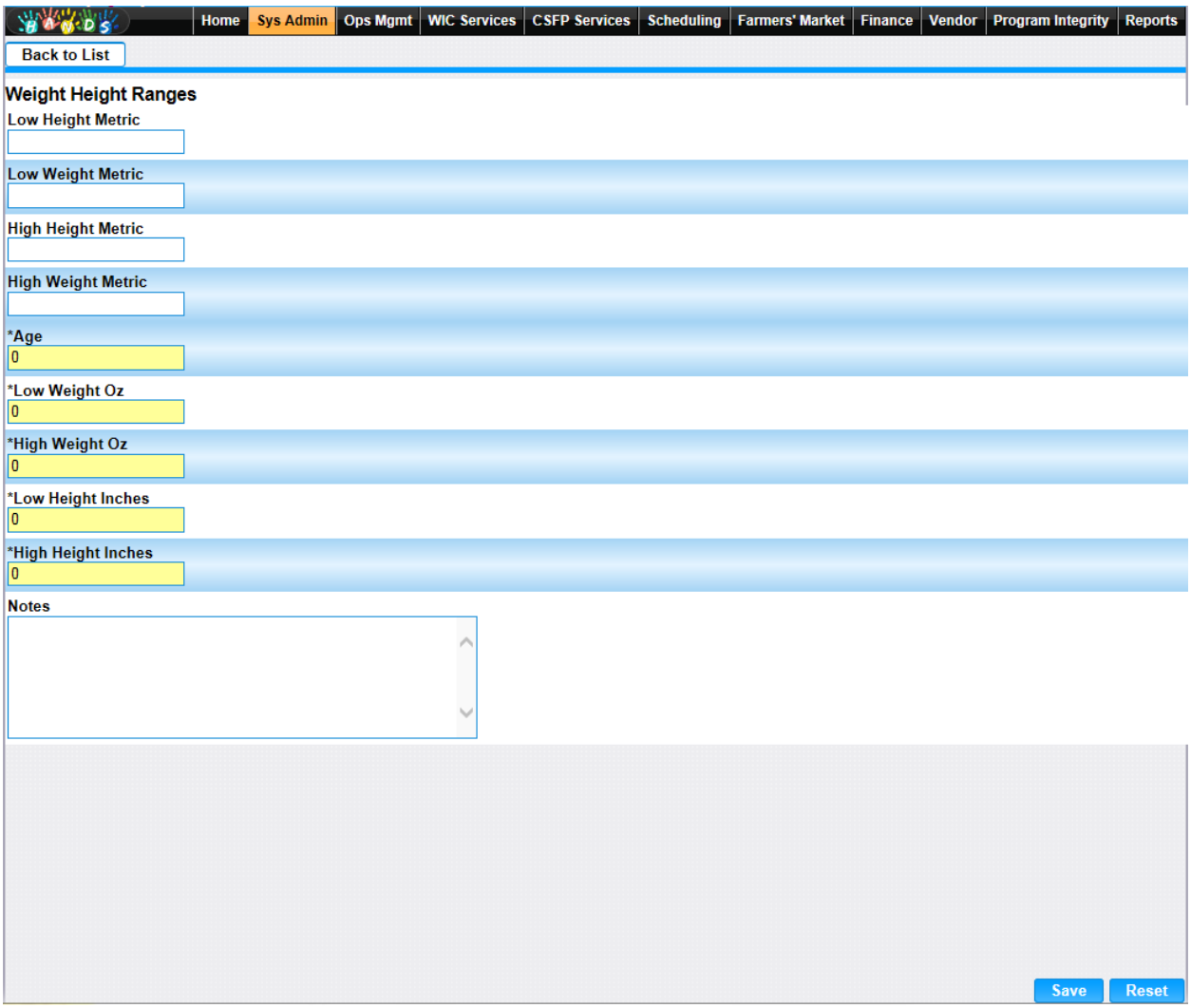


Figure 197: Add Weight Height Ranges Page

58 BMI WEIGHT GAIN

The BMI Weight Gain base table allows the user to configure the BMI category and risk level associated with a given BMI weight gain during a woman's pregnancy. The BMI category and risk level are configurable per unique combination of the Multiple Flag, Wgt Gain (Metric or Eng) and weeks of gestation. The BMI category and risk levels are assigned on the Medical Screen for Anthropometric Data of pregnant woman[58].

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | BMI Weight Gain

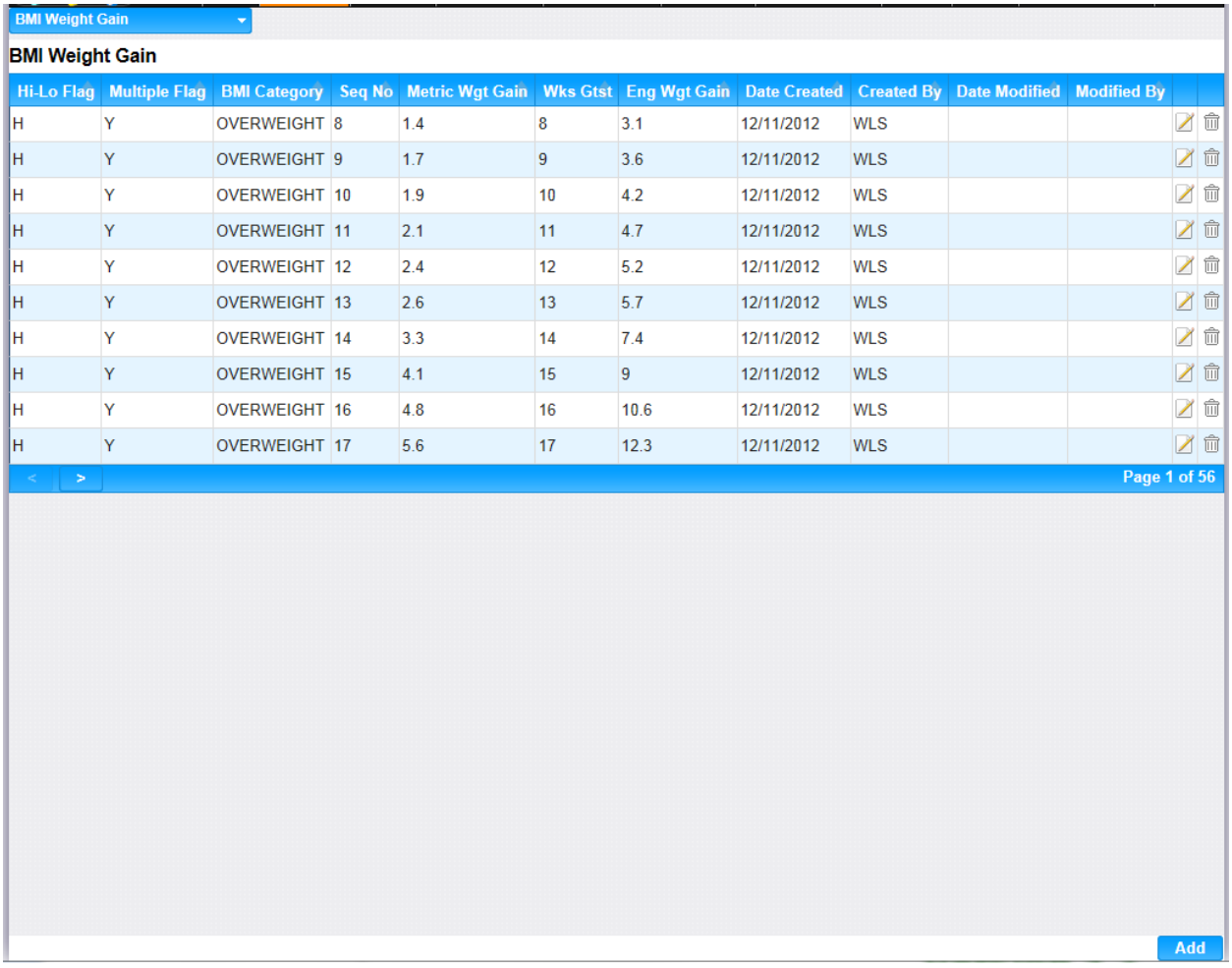


Figure 198: BMI Weight Gain

Fields:

- **Hi-Lo Flag –** Indicates if the BMI weight gain based on Wgt Gain, Wks Gtst and Multiple Flag is considered High or Low risk.
- **Multiple Flag –** A Y/N indication of if the woman is pregnant with more than one fetus.
- **BMI Category –** The BMI Category assigned to this record.
  Note – BMI Category values include:

[58] Refer to section 6, (Infant/Child Medical) of the HANDS DFDD EnrollandCert document for details.

  - *Normal*
  - *Obese*
  - *Overweight*
  - *Underweight*
- **Seq No –** The order that HANDS will search the BMI Weight Gain chart in order to assign the Risk level and BMI Category. HANDS will use the values associated with the first row found that matches the Multiple Flag, Wgt Gain (Metric or US) and Weeks of Gestation.
- **Metric Wgt Gain –** The Metric standard BMI weight gain value.
  *Note - Metric BMI = [Weight in kilograms / (Height in CM * Height in CM) * 10,000*
- **Wks Gtst –** Number of weeks of gestation
- **Eng Wgt Gain –** The English standard BMI weight gain value.
  *Note - English BMI = [Weight in pounds / (Height in inches * Height in inches) * 703*
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit BMI Weight Gain Page pre-populated with the details of the record for editing. The user may edit the Wks Gtst and Eng Wgt Gain fields.
- **(Delete Icon) –** When selected navigation will switch to the Delete BMI Weight Gain Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add BMI Weight Gain Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

58.1 Edit BMI Weight Gain Page

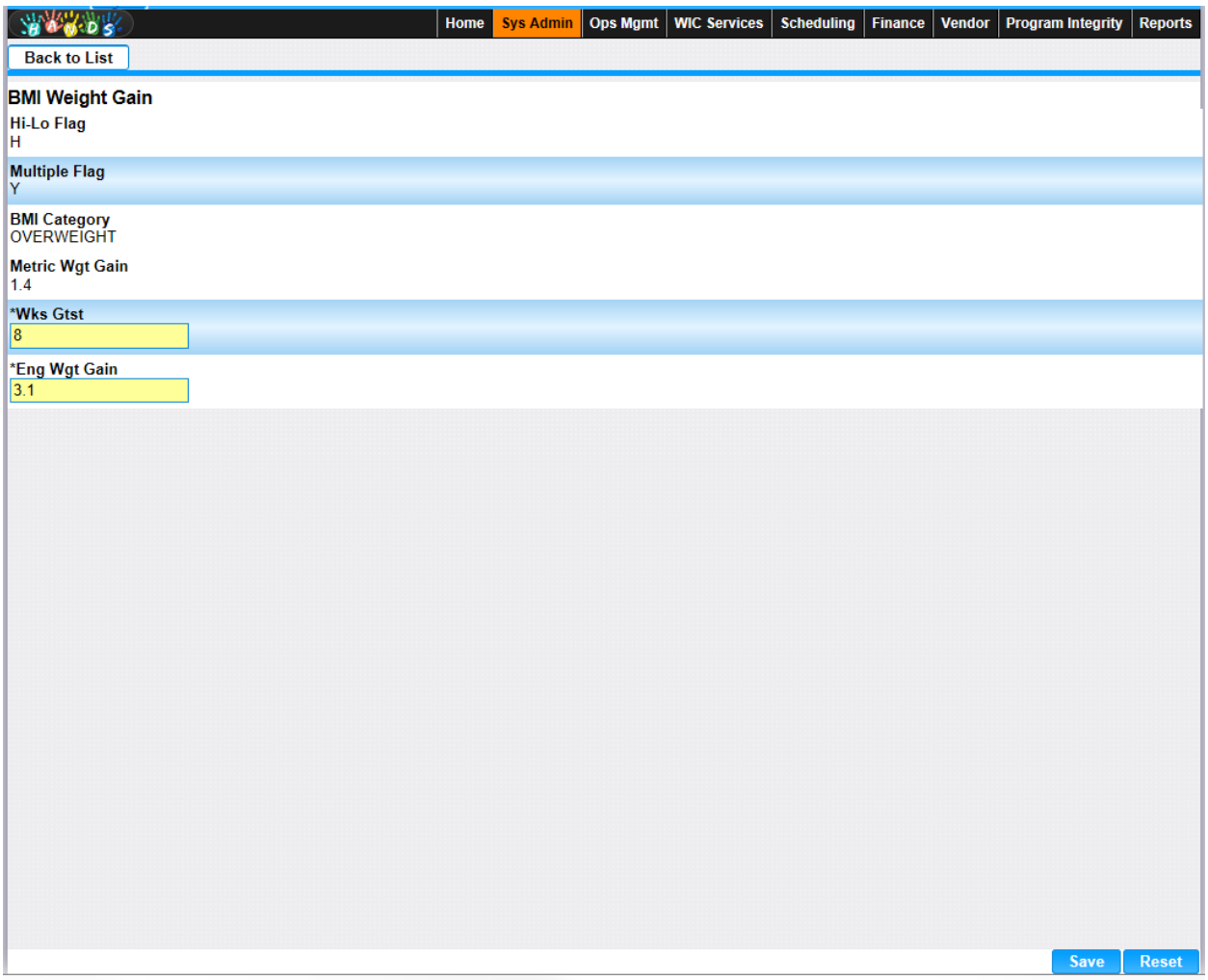


Figure 199: Edit BMI Weight Gain Page

58.2 Delete BMI Weight Gain Page

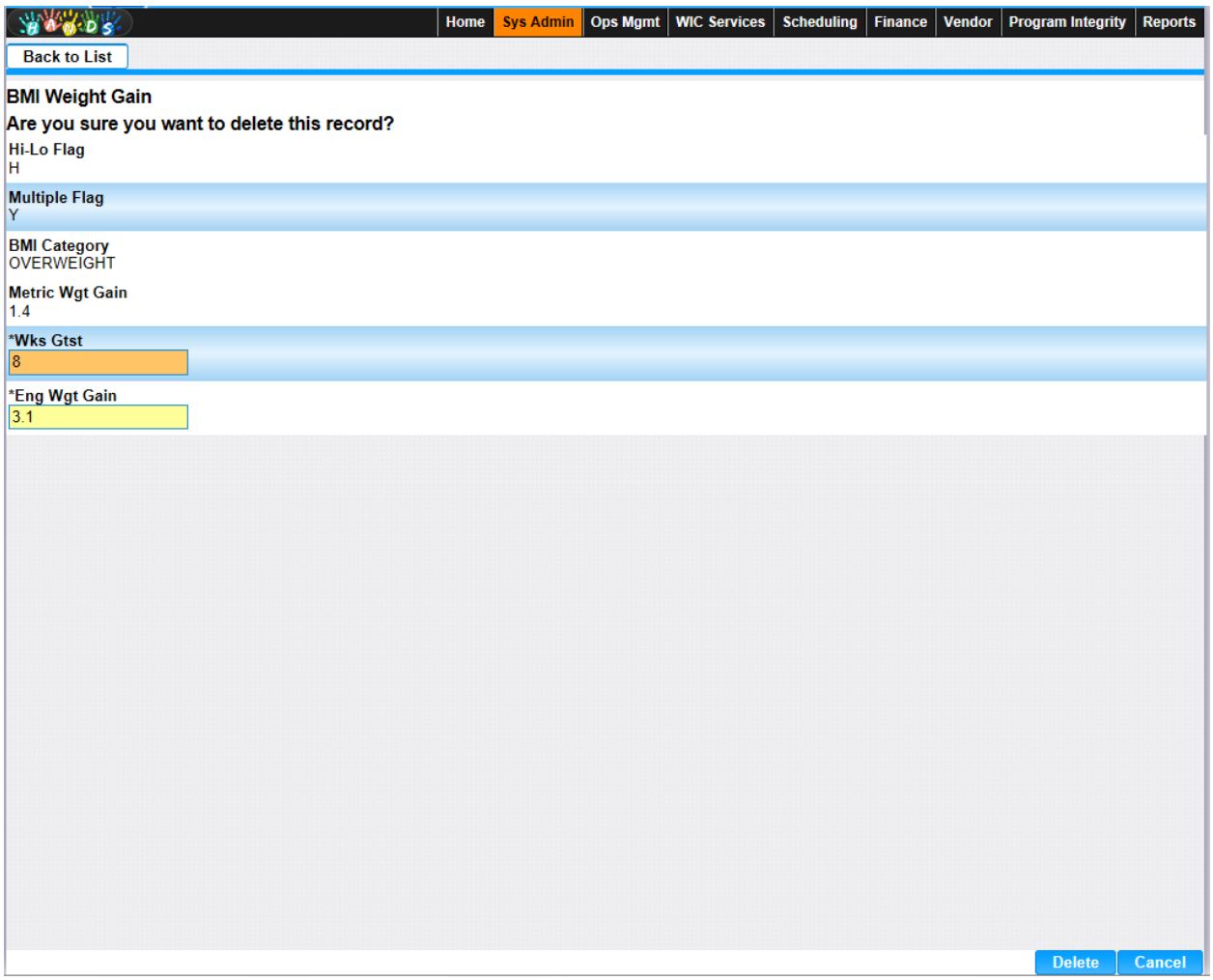


Figure 200: Delete BMI Weight Gain Page

58.3 Add BMI Weight Gain Page

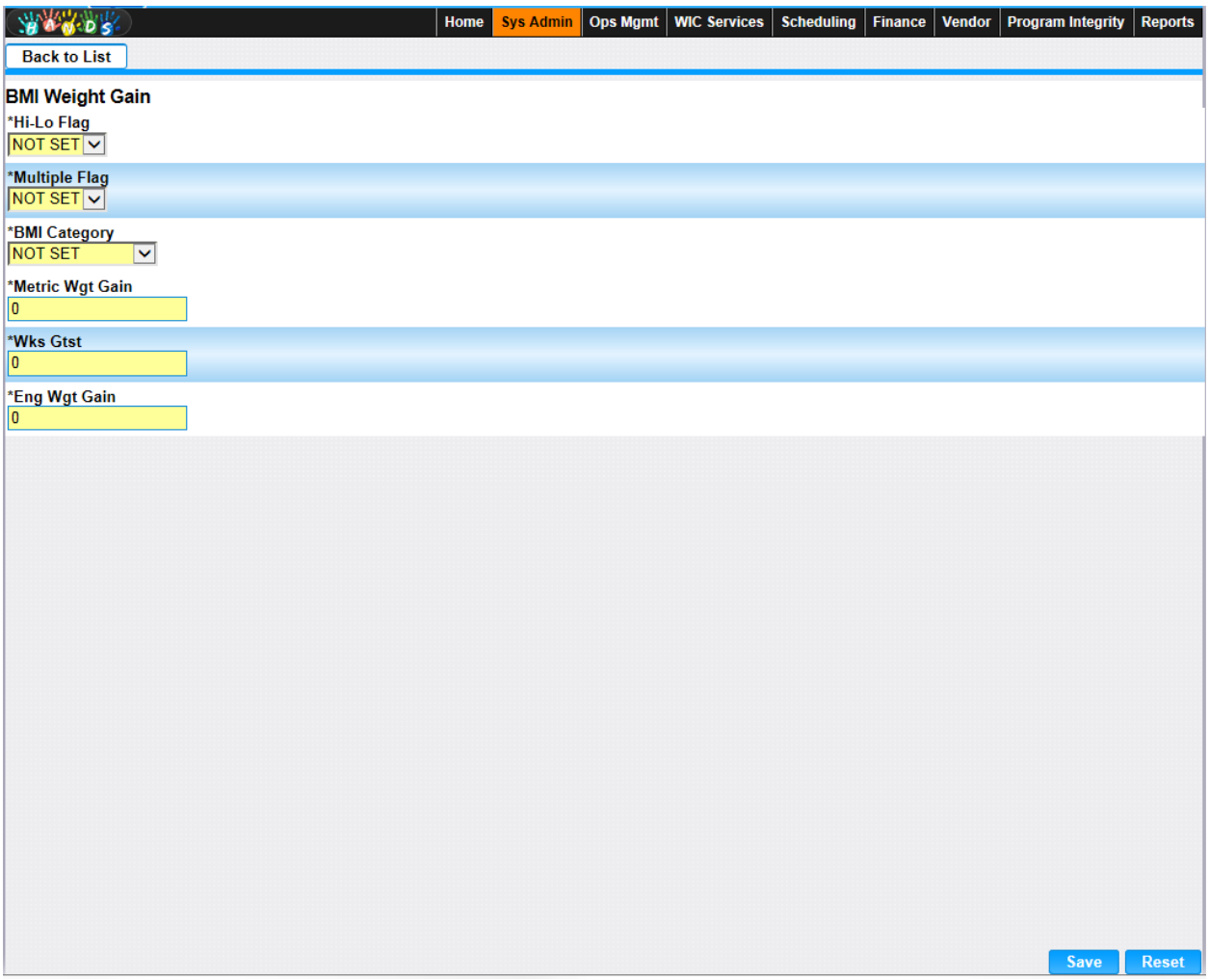


Figure 201: Add BMI Weight Gain Page

59 BLOOD WORK TYPES

The Bloodwork Types base table allows for the dynamic configuration of bloodwork types within HANDS.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Blood Work Types

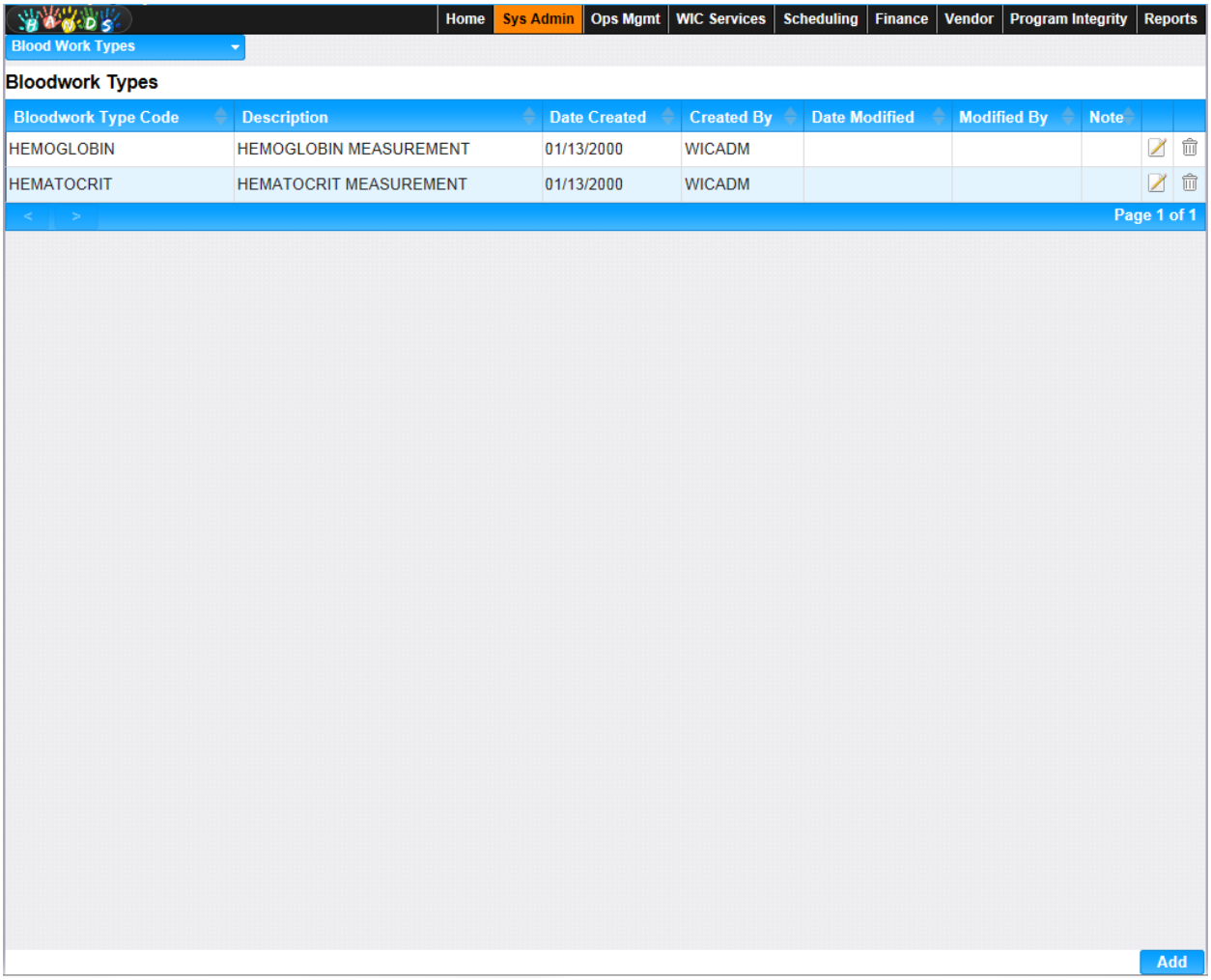


Figure 202: Blood Work Types

Fields:

- **Bloodwork Type Code –** An alpha-numeric code defined by the user
- **Description –** A verbose description of the Bloodwork Type.
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.
- **Note –** A free text field used for storing notes specific to the record.
- **Modified By –** The User ID of the author who last modified the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Blood Work Types Page pre-populated with the details of the record for editing. The user may edit the Description and Notes of this record.
- **(Delete Icon) –** When selected navigation will switch to the Delete Blood Work Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to Add Blood Work Types Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

59.1 Edit Blood Work Types Page

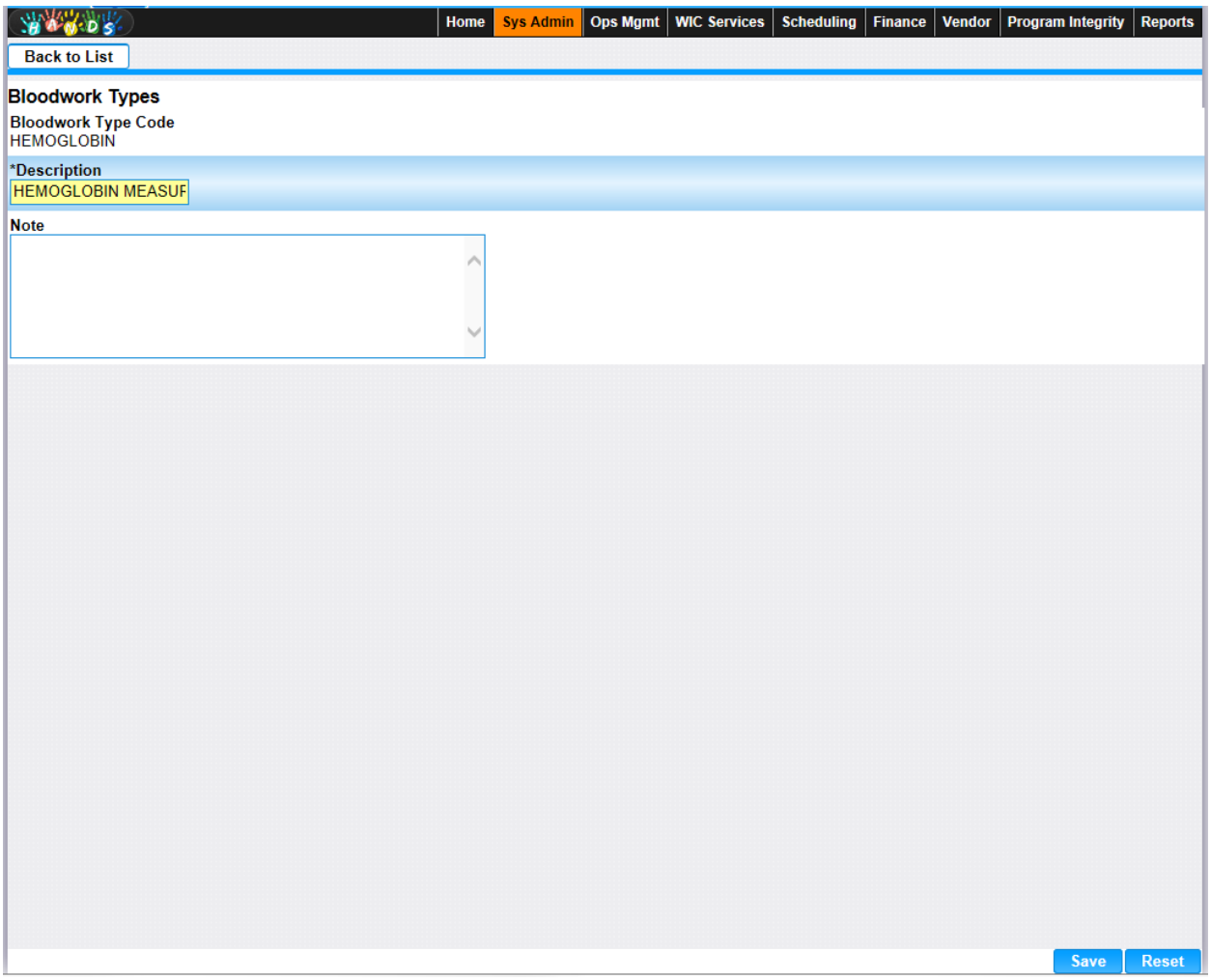


Figure 203: Edit Blood Work Types Page

59.2 Delete Blood Work Types Page

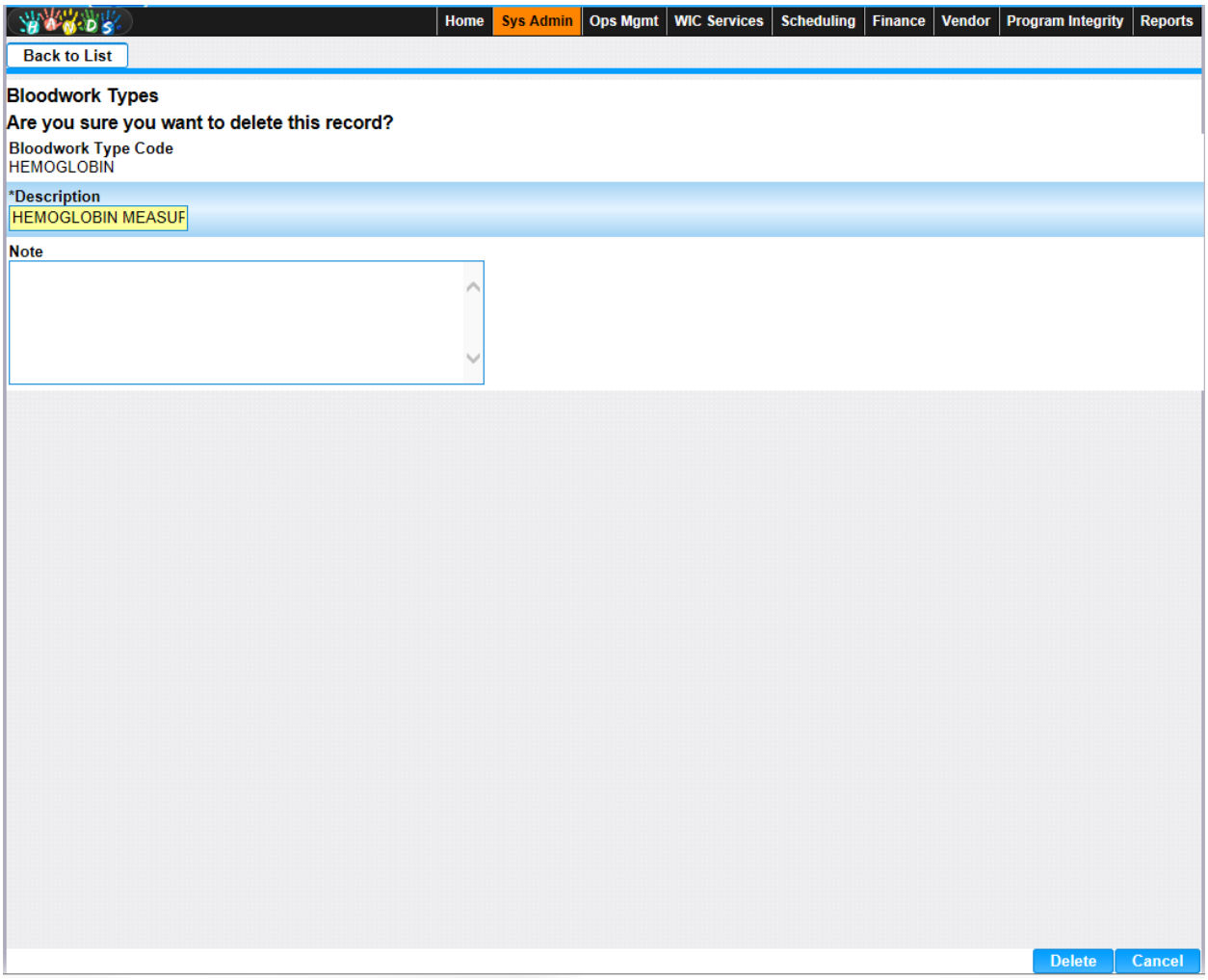


Figure 204: Delete Blood Work Types Page

59.3 Add Blood Work Types Page

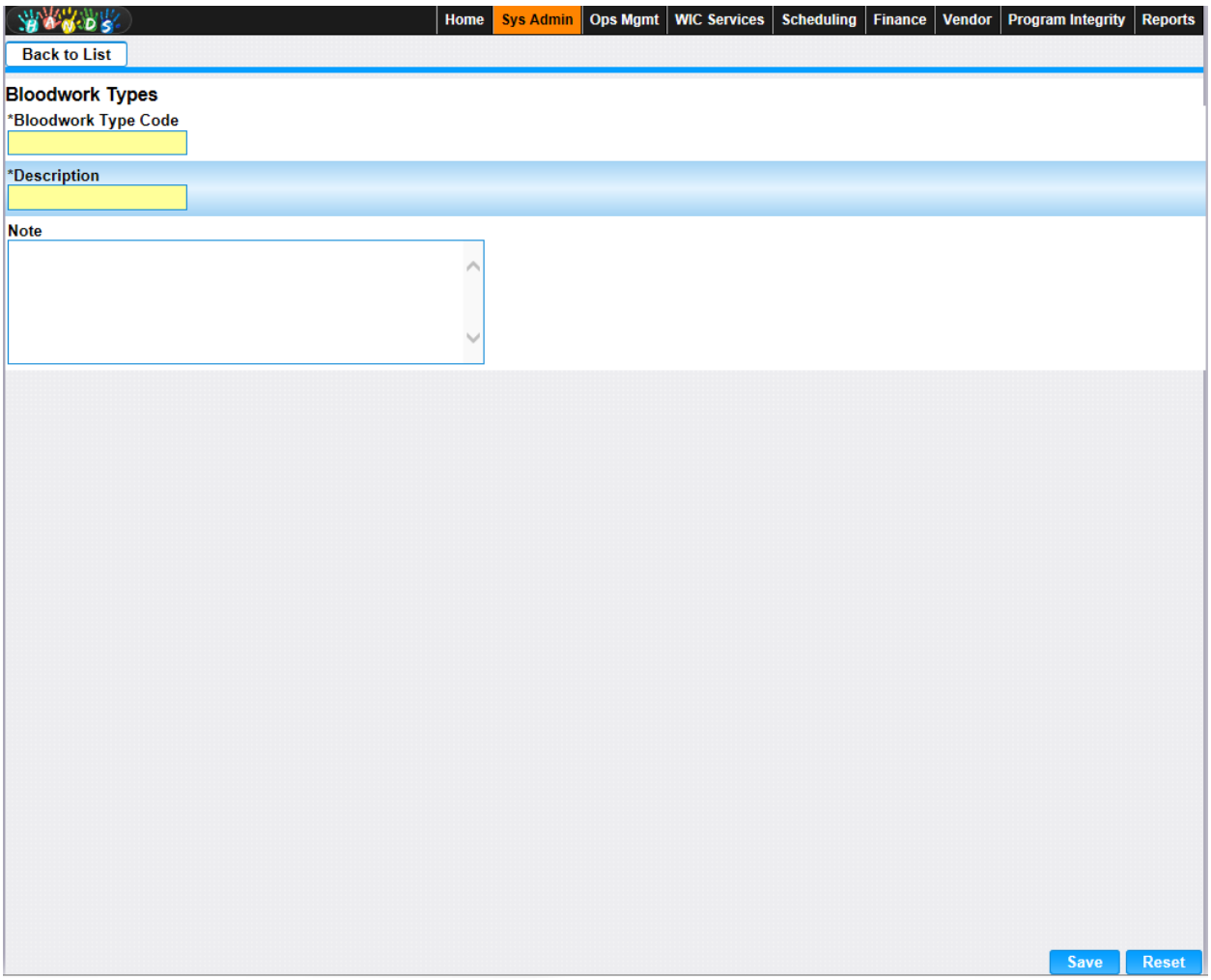
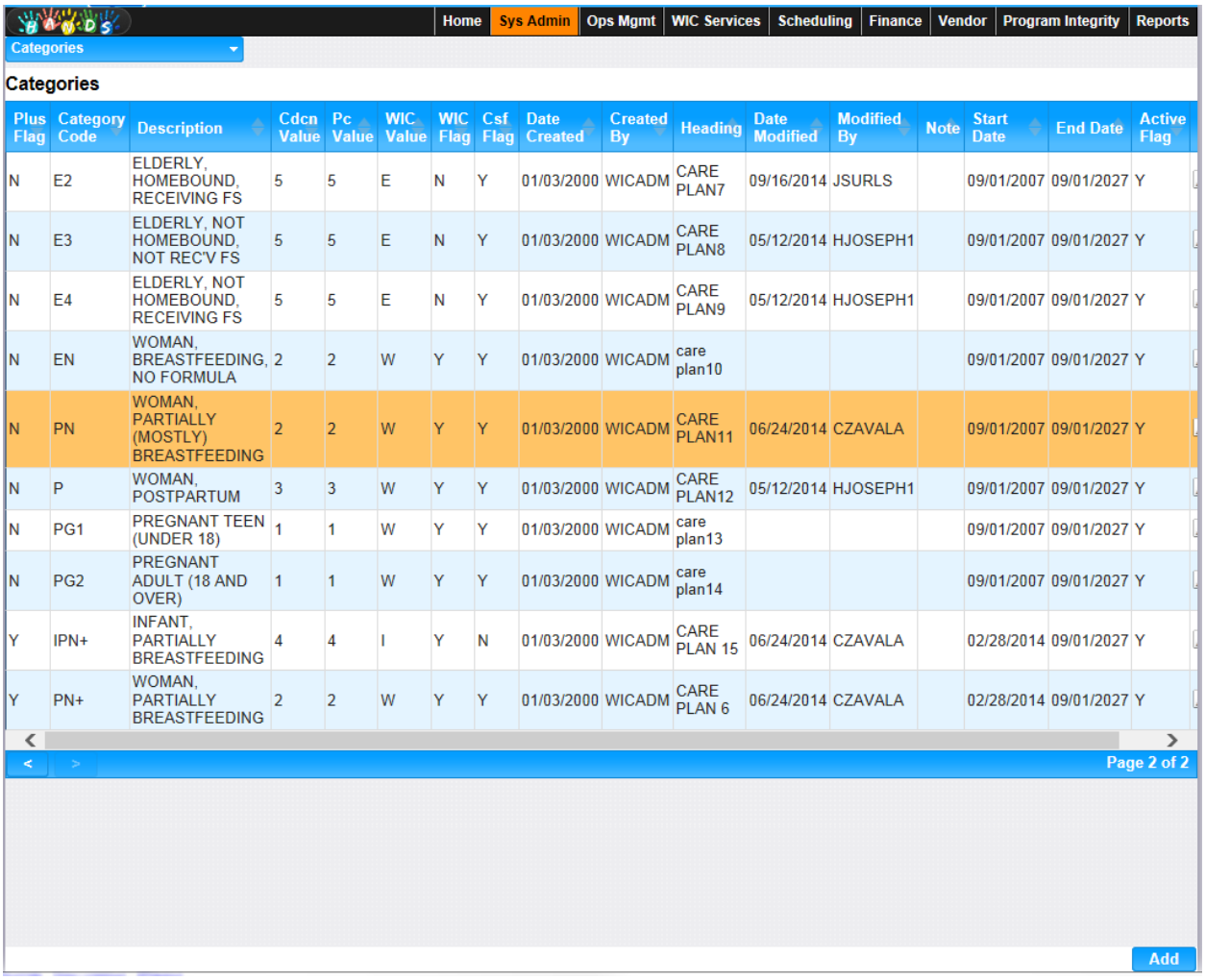


Figure 205: Add Blood Work Types Page

60 CATEGORIES

The Categories base table allows for the configuration of system wide properties associated with a given Category Code. Category Codes should also exist as a Category Group configured via the Category Groups Base table[59].

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Categories



Plus Flag	Category Code	Description	Cdcn Value	Pc Value	WIC Value	WIC Flag	Csf Flag	Date Created	Created By	Heading	Date Modified	Modified By	Note	Start Date	End Date	Active Flag
N	E2	ELDERLY, HOMEBOUND, RECEIVING FS	5	5	E	N	Y	01/03/2000	WICADM	CARE PLAN7	09/16/2014	JSURLS		09/01/2007	09/01/2027	Y
N	E3	ELDERLY, NOT HOMEBOUND, NOT REC'V FS	5	5	E	N	Y	01/03/2000	WICADM	CARE PLAN8	05/12/2014	HJOSEPH1		09/01/2007	09/01/2027	Y
N	E4	ELDERLY, NOT HOMEBOUND, RECEIVING FS	5	5	E	N	Y	01/03/2000	WICADM	CARE PLAN9	05/12/2014	HJOSEPH1		09/01/2007	09/01/2027	Y
N	EN	WOMAN, BREASTFEEDING, NO FORMULA	2	2	W	Y	Y	01/03/2000	WICADM	care plan10				09/01/2007	09/01/2027	Y
N	PN	WOMAN, PARTIALLY (MOSTLY) BREASTFEEDING	2	2	W	Y	Y	01/03/2000	WICADM	CARE PLAN11	06/24/2014	CZAVALA		09/01/2007	09/01/2027	Y
N	P	WOMAN, POSTPARTUM	3	3	W	Y	Y	01/03/2000	WICADM	CARE PLAN12	05/12/2014	HJOSEPH1		09/01/2007	09/01/2027	Y
N	PG1	PREGNANT TEEN (UNDER 18)	1	1	W	Y	Y	01/03/2000	WICADM	care plan13				09/01/2007	09/01/2027	Y
N	PG2	PREGNANT ADULT (18 AND OVER)	1	1	W	Y	Y	01/03/2000	WICADM	care plan14				09/01/2007	09/01/2027	Y
Y	IPN+	INFANT, PARTIALLY BREASTFEEDING	4	4	I	Y	N	01/03/2000	WICADM	CARE PLAN 15	06/24/2014	CZAVALA		02/28/2014	09/01/2027	Y
Y	PN+	WOMAN, PARTIALLY BREASTFEEDING	2	2	W	Y	Y	01/03/2000	WICADM	CARE PLAN 6	06/24/2014	CZAVALA		02/28/2014	09/01/2027	Y

Figure 206: Categories

Fields:

- **Plus Flag –** A Y/N indicator of if a woman is both breastfeeding and using formula. The field is used for legacy support of AIM. HANDS makes the determination based on the Category Code associated with a client (IPN, IPN+, PN or PN+).
- **Category Code –** The Client Category Code.
  Note – The valid Client Category Codes include:
  1. ***C1*** *– 1 Year Old Child*
  2. ***C2*** *– 2 Year Old Child*

[59] Refer to section 3, Category Groups of the HANDS DFDD Food Package State document

3. ***C3*** *– 3 Year Old Child*
4. ***C4*** *– 4 Year Old Child*
5. ***C5*** *– 5 Year Old Child*
6. ***E1*** *– Elderly, Homebound, Not Receiving FS*
7. ***E2*** *– Elderly, Homebound, Receiving FS*
8. ***E3*** *– Elderly, Not Homebound, Not Receiving FS*
9. ***E4*** *– Elderly, Not Homebound, Receiving FS*
10. ***EN*** *– Woman, Breastfeeding, No Formula*
11. ***IEN*** *– Infant, Breastfeeding, No Formula*
12. ***IFF*** *– Infant, All Formula*
13. ***IPN*** *– Infant, Partially (Mostly) Breastfeeding*
14. ***IPN+*** *– Infant, Partially Breastfeeding*
15. ***P*** *– Woman Postpartum*
16. ***PG1*** *– Pregnant Teen (Under 18)*
17. ***PG2*** *– Pregnant Adult (18 and over)*
18. ***PN*** *– Woman Partially (Mostly) Breastfeeding*
19. ***PN+ -*** *Woman Partially Breastfeeding*

- **Description –** A verbose description of the Category Code
- **Cdcn Value –** Center for Disease Control Values associated with Infant Status Codes. The Cdcn Value is used for further identifying a mother's potential category, based on the status of her infant.
  Note – The valid values include:
  1. ***0*** *– Spontaneous / Therapeutic Abortion (Before 24 weeks gestation)*
  2. ***1 –*** *Still Born (After 24 weeks of gestation)*
  3. ***3 –*** *Preterm Infant (Less than or equal to 37 weeks of gestation), Living*
  4. ***5 –*** *Full-Term, Live Birth, Currently Living*
  5. ***7 –*** *Live Birth, Congenital Defect, Currently Living*
  6. ***9 –*** *Status at birth unknown, Current status unknown*
  7. ***A –*** *Died at 1 week (Age 0 to 10 days)*
  8. ***B –*** *Died at 2 weeks (Age 11 to 17 days)*
  9. ***C –*** *Died at 3 weeks (Age 18 to 24 days)*
  10. ***D –*** *Died at 4 weeks (Age 25 to 31 days)*
  11. ***E –*** *Died at 5 weeks (Age 32 to 38 days)*
  12. ***F –*** *Died at 6 weeks (Age 39 to 45 days)*
  13. ***B –*** *Died at 7 weeks (Age > 45 days)*
  14. ***H –*** *Live Birth, Current Status Unknown*
- **Pc Value –** The PC values utilized in the most recent Participant Characteristics Surveillance system.
  Note – The value must be between 1 and 5
- **WIC Value –** Indicates the category
  Note – the values include:
  W=Woman
  I=Infant
  C=Child
  E=Elderly

- **WIC Flag –** *A Yes/No indicator of if the Client Category Code is allowed to participate in the WIC program.*
- **Csf Flag –** *A Yes/No indicator of if the Client Category Code is allowed to participate in the Commodity Supplemental Food (CSF) program.*
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Heading –** The category specific care plan message heading.
- **Date Modified –** The date the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **Start Date**[60] **–** The date that the category record may active.
- **End Date**[61] **–** The date that the category record is no longer active.
- **Active Flag**[62] **–** A Yes/No indicator of if the category record is active.
  Note – Use the Horizontal Scroll Bar to review the Edit and Delete Icons.
- **(Edit Icon) –** When selected navigation will switch to the Edit Categories Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Edit Categories Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Edit Categories Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

[60] *Today's date must be equal to or greater than the Start date and Less than the End date, while also having the Active Flag set to Y in order for the record to be active and available for use by HANDS.*
[61] *Today's date must be equal to or greater than the Start date and Less than the End date, while also having the Active Flag set to Y in order for the record to be active and available for use by HANDS.*
[62] *Today's date must be equal to or greater than the Start date and Less than the End date, while also having the Active Flag set to Y in order for the record to be active and available for use by HANDS.*

60.1 Edit Categories Page

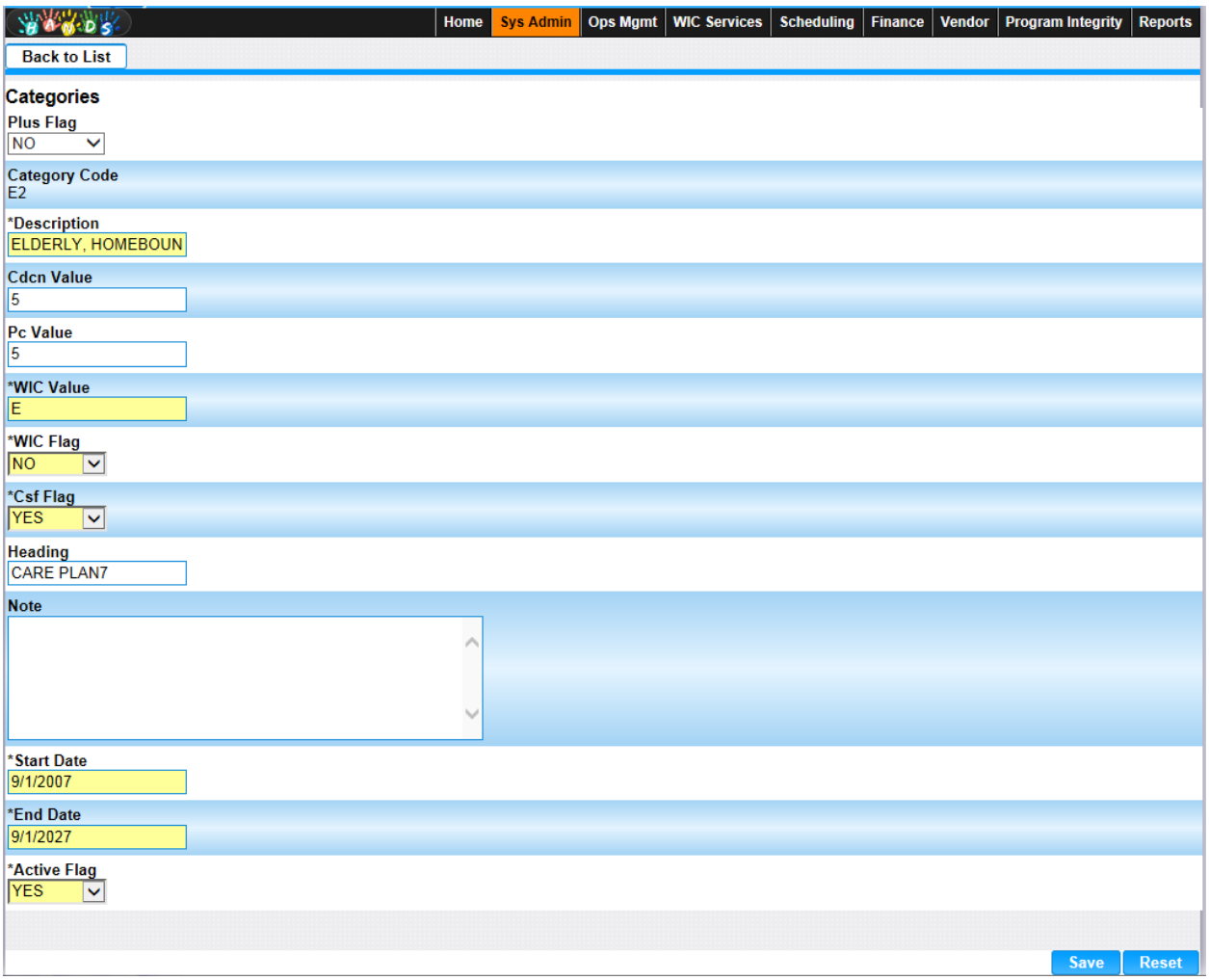


Figure 207: Edit Categories Page

60.2 Delete Categories Page

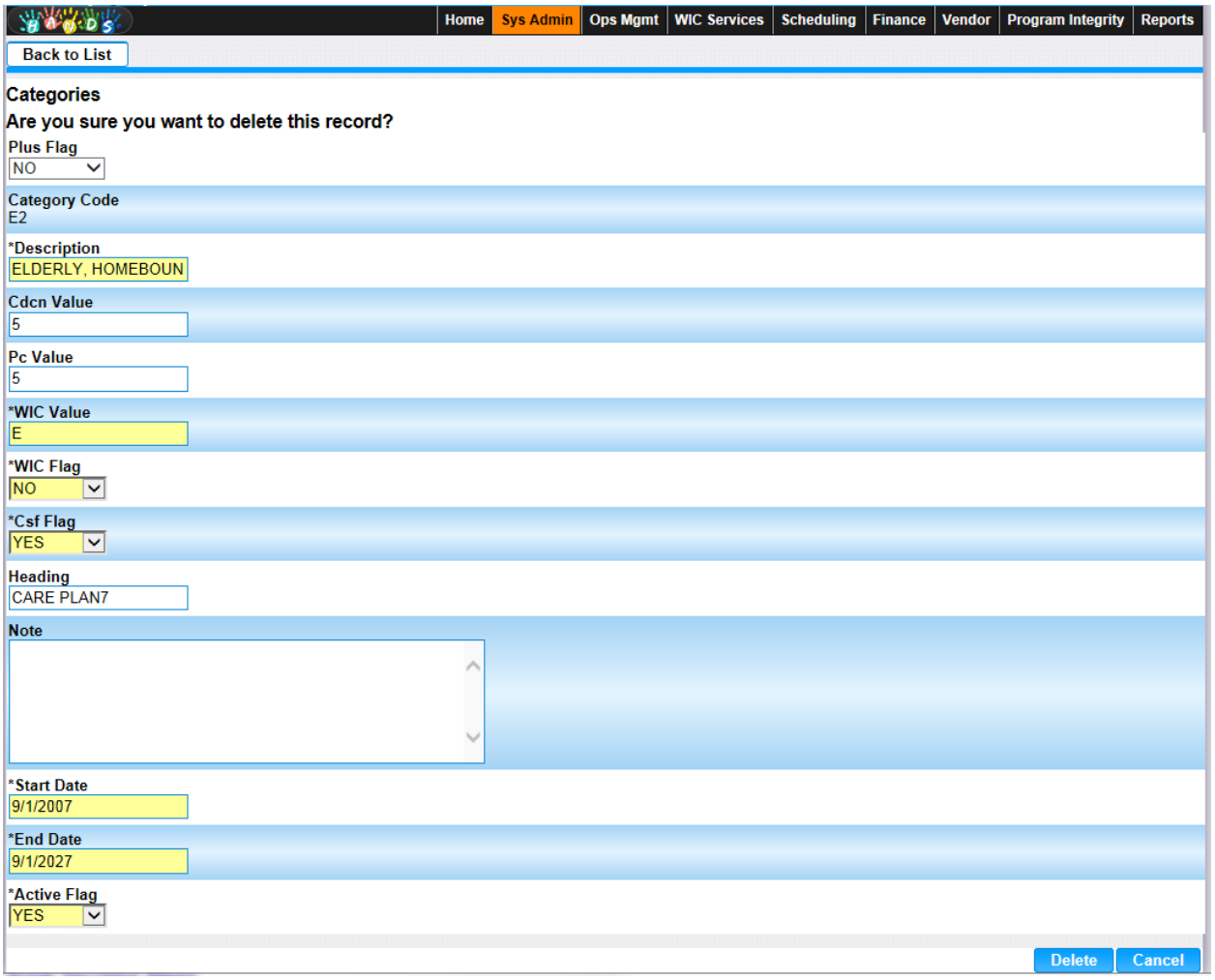


Figure 208: Delete Categories Page

60.3 Add Categories Page

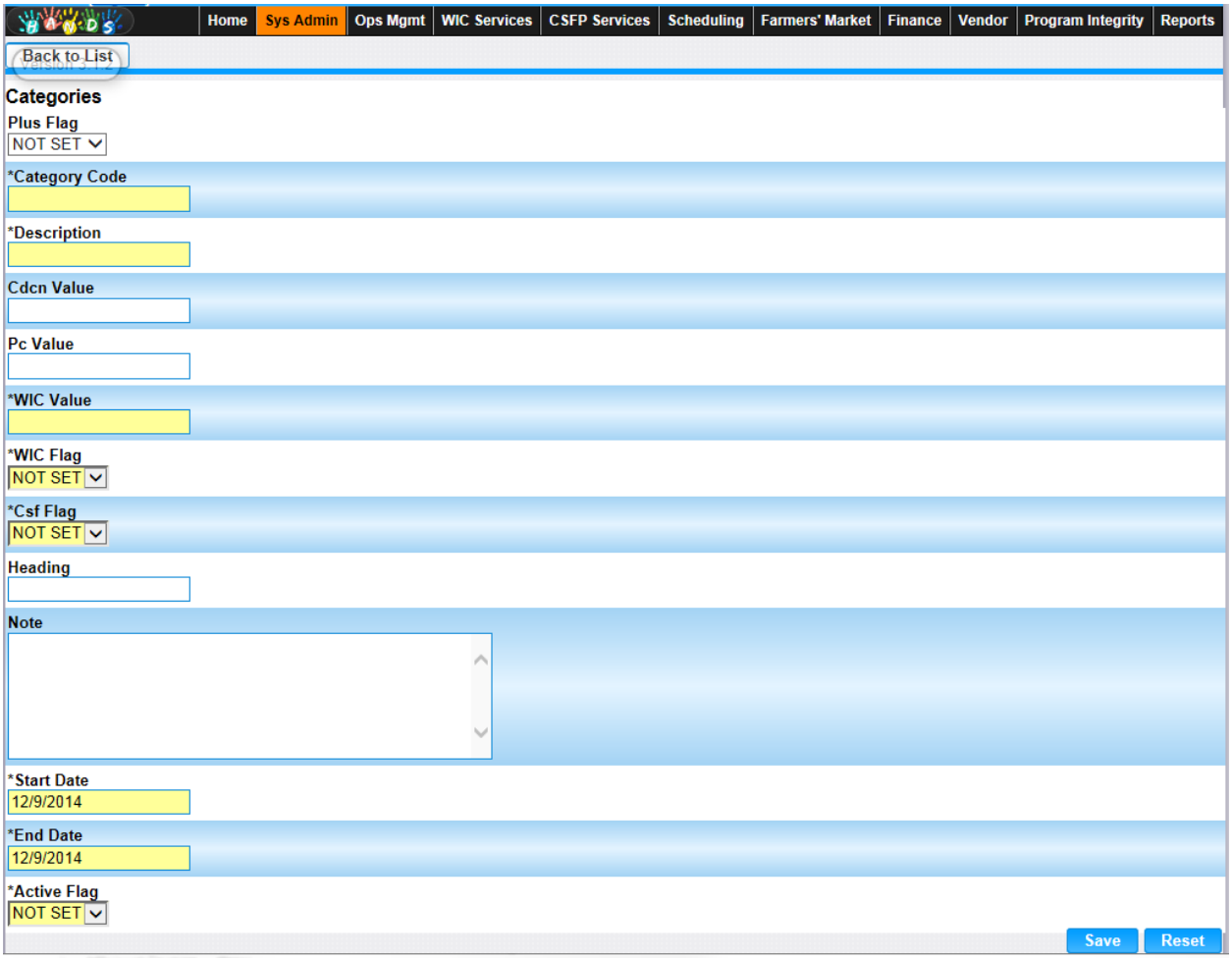


Figure 209: Add Categories Page

61 CATEGORY BLOOD WORK FACTORS

The Category Blood Factors base table allows for the configuration of the valid age ranges associated with setup of Category Blood Works[63]. The Category Blood Works base table will validate the Age Begin Month and Age End Month settings against the Ar2 Begin and Ar2 End Month age ranges configured via this Category Blood Work Factors Base table.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Category Blood Work Factors

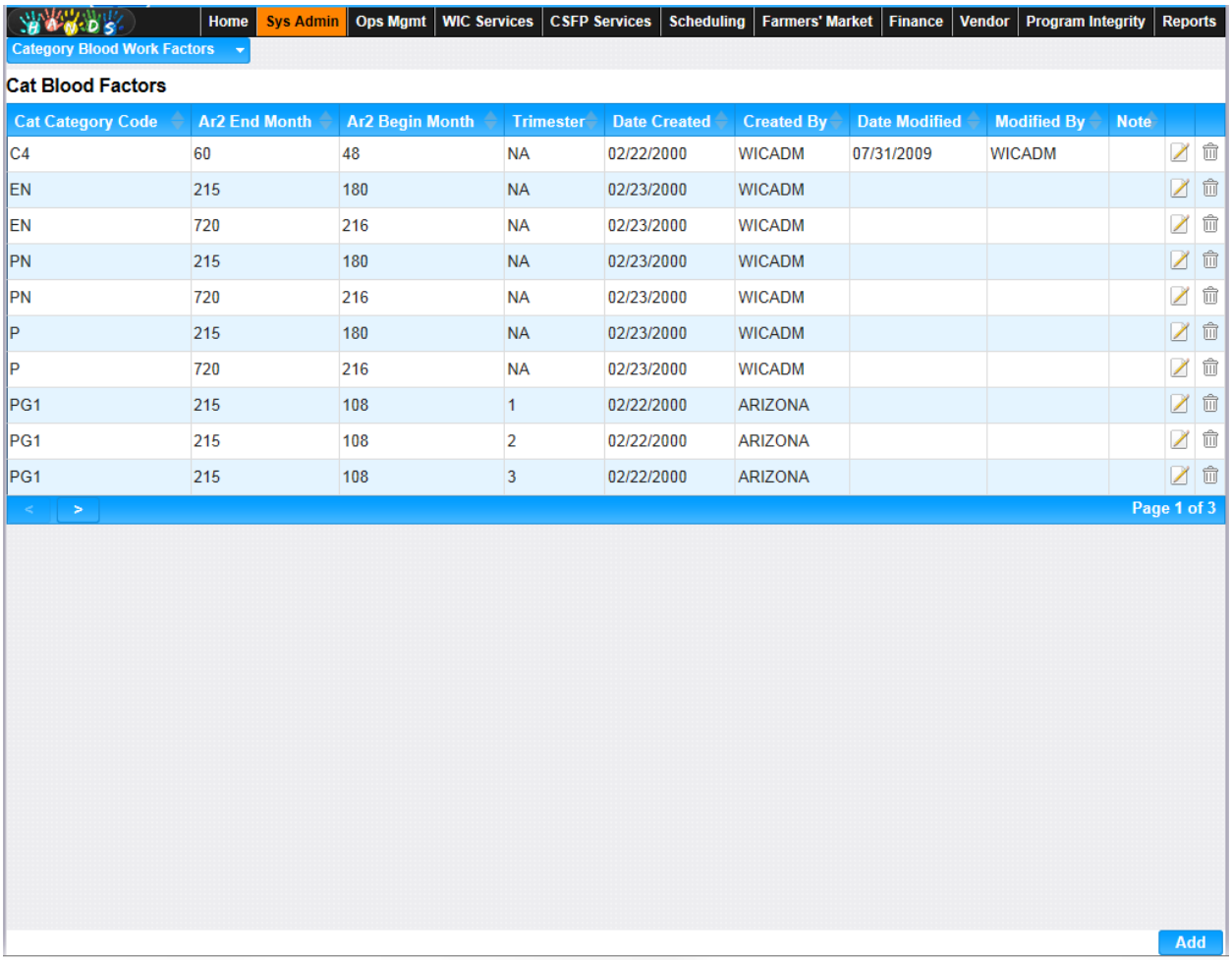


Figure 210: Category Blood Work Factors

Fields:

- **Cat Category Code[64] –** The Client Category Code
- **Ar2 End Month –** Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Ar2 Begin Month –** Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Trimester –** The current trimester of a pregnant woman.

[63] Refer to section 9, Category Blood Works for details
[64] Refer to section 6, Categories for details

Trimester Age

1 0-13 weeks
2 14-26 weeks
3 27-40+ weeks

- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Category Blood Work Factors Page pre-populated with the details of the record for editing. The user may only edit the Note field.
- **(Delete Icon) –** When selected navigation will switch to the Delete Category Blood Work Factors Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Category Blood Work Factors Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

61.1 Edit Category Blood Work Factors Page

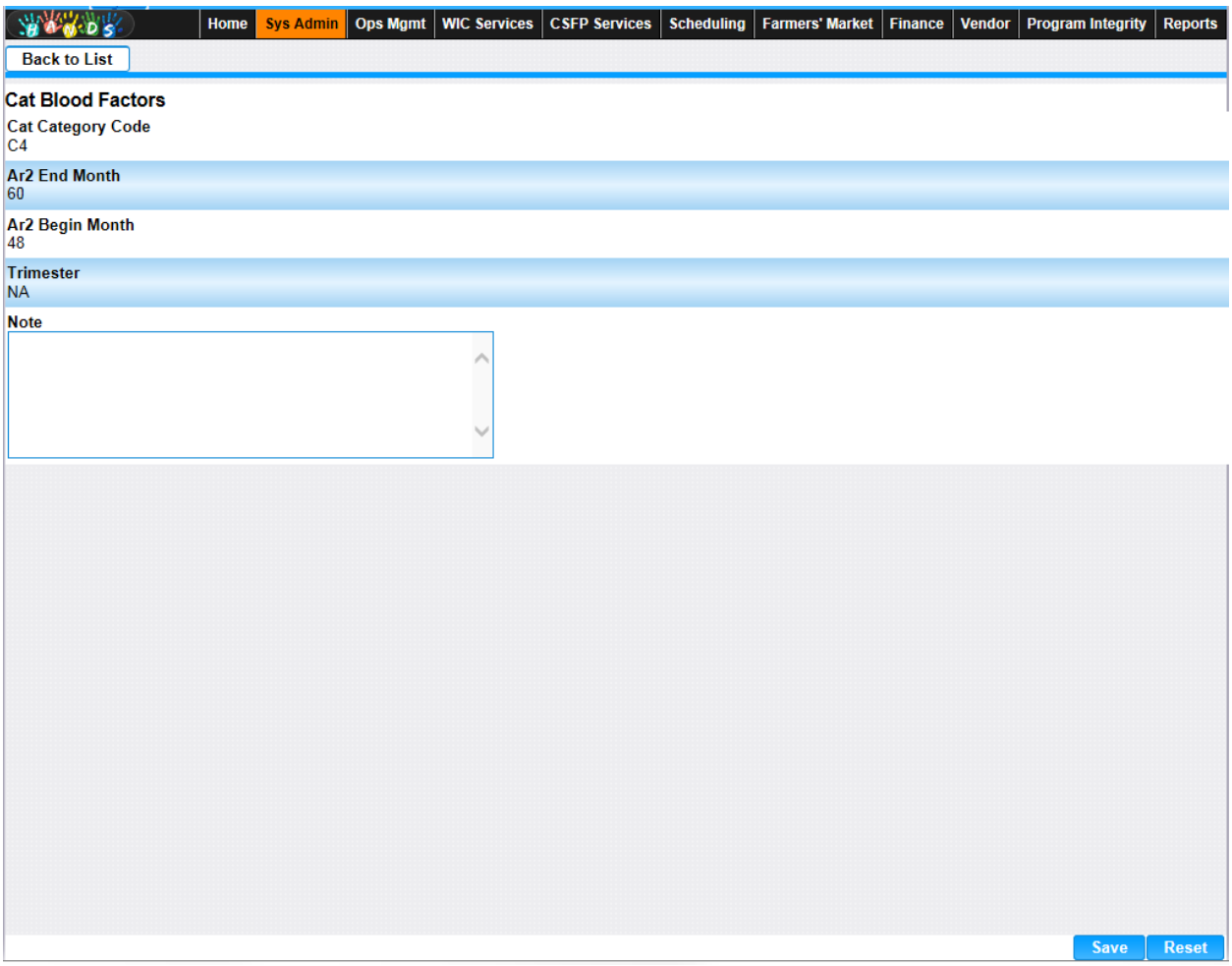


Figure 211: Edit Category Blood Work Factors Page

61.2 Delete Category Blood Work Factors Page

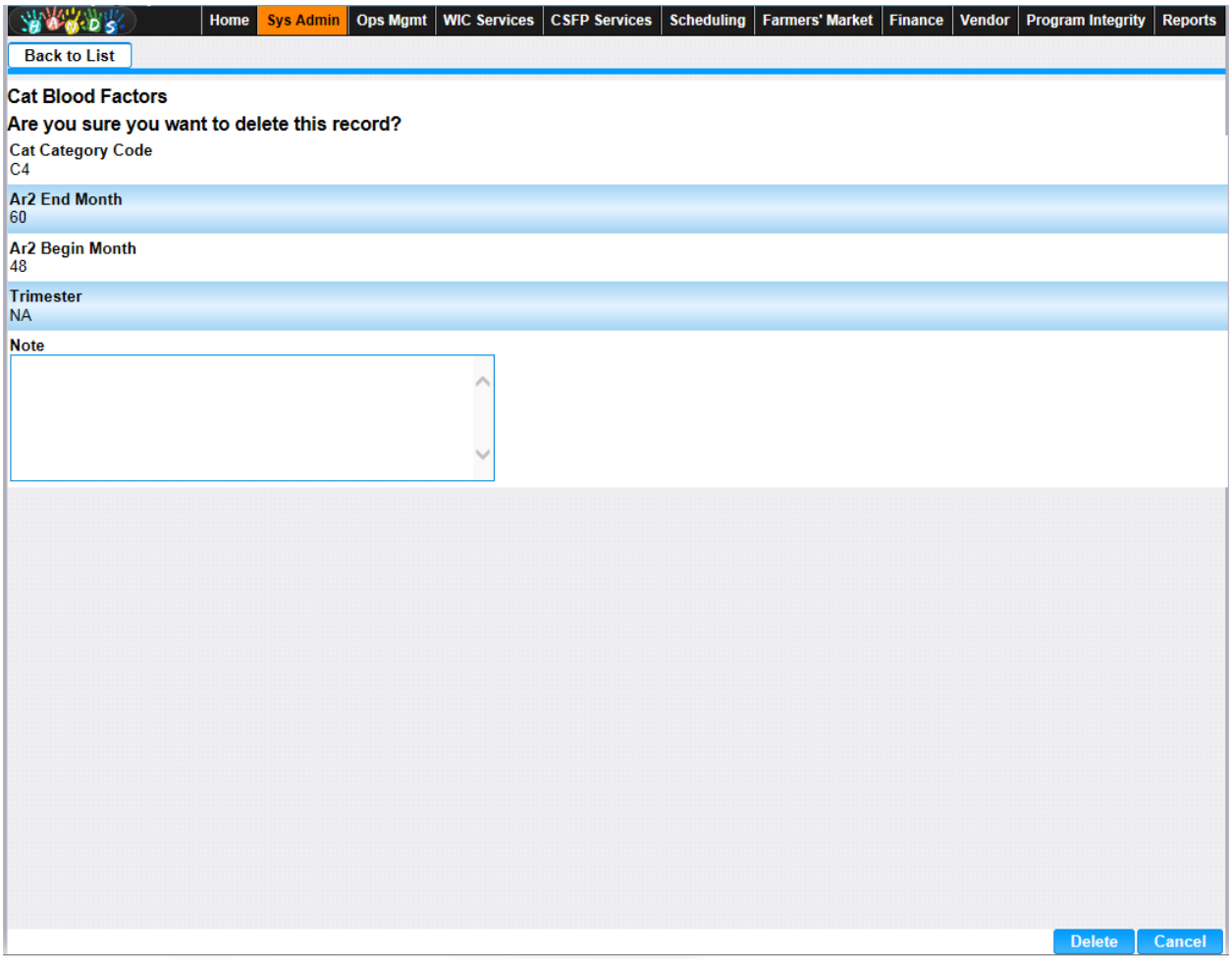


Figure 212: Delete Category Blood Work Factors Page

61.3 Add Category Blood Work Factors Page

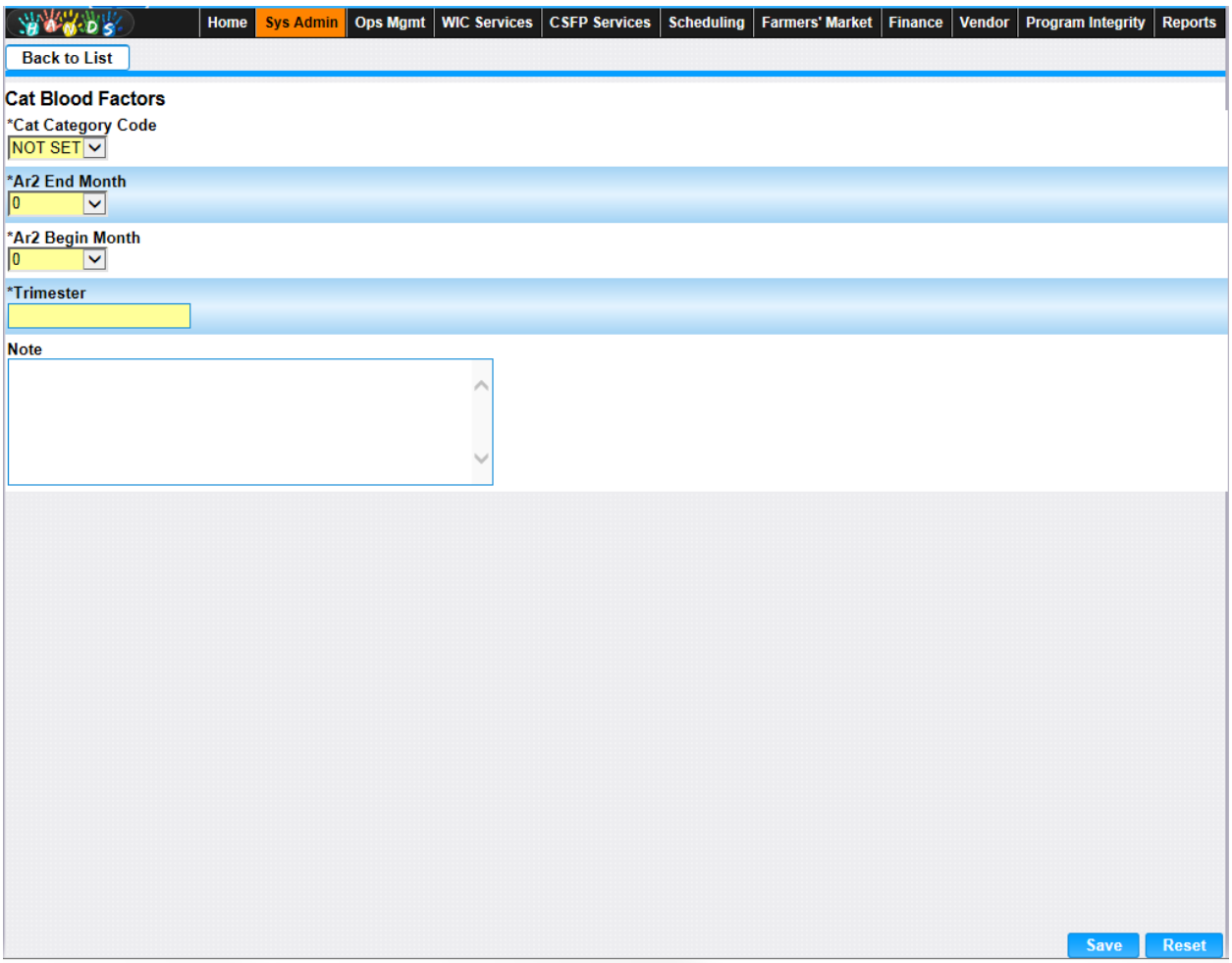


Figure 213: Add Category Blood Work Factors Page

62 ELEVATIONS

The Elevations base table allows for the configuration of the valid elevation ranges to consider when verifying blood work results.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Elevations

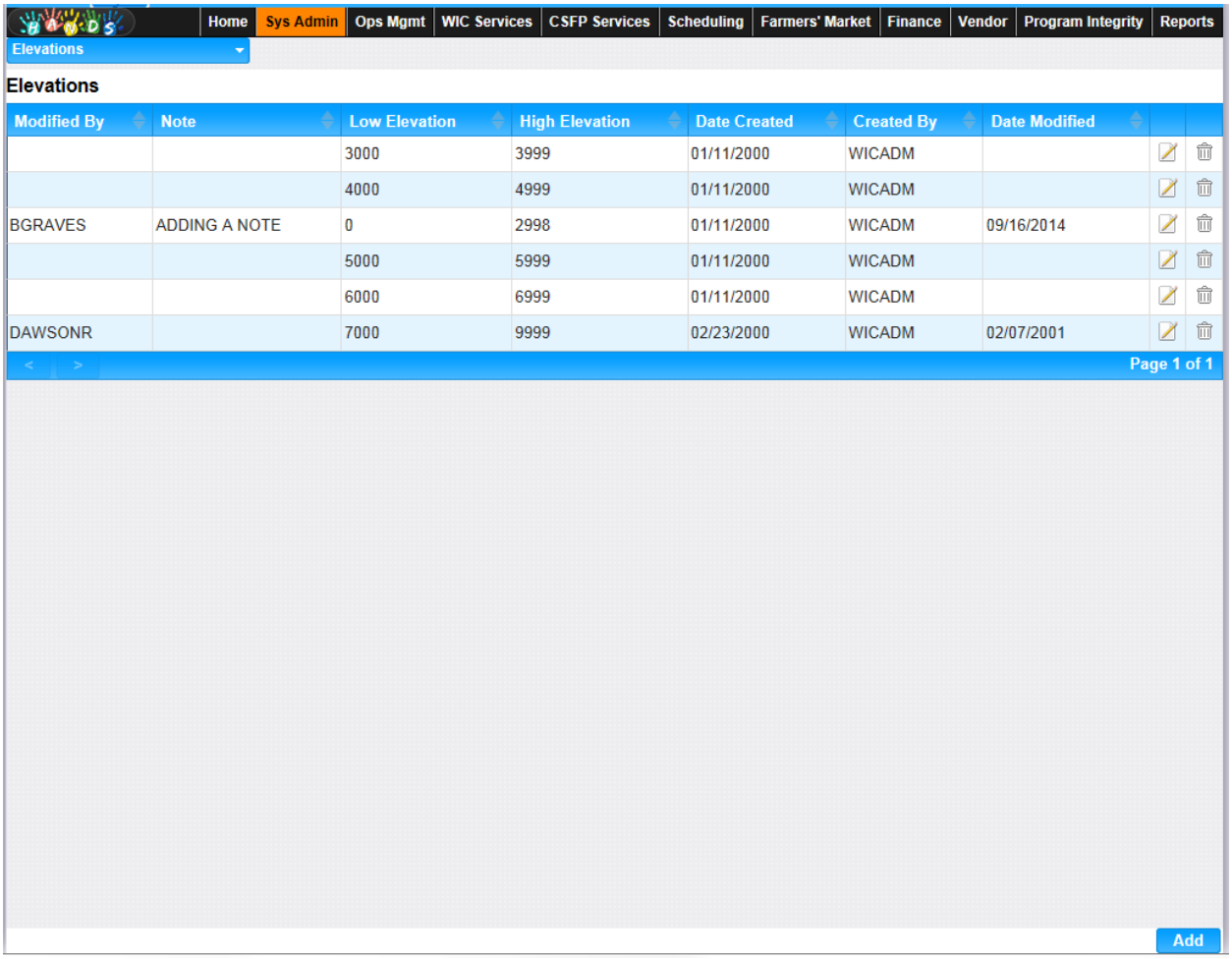


Figure 214: Elevations

Fields:

- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **Low Elevation –** The low end elevation value of an elevation range at the time blood work was taken.
- **High Elevation –** The high end elevation value of an elevation range at the time blood work was taken.
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.

- **(Edit Icon) –** When selected navigation will switch to the Edit Elevations Page pre-populated with the details of the record for editing. The user may only edit the Note field.
- **(Delete Icon) –** When selected navigation will switch to the Delete Elevations Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Elevations Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

62.1 Edit Elevations Page

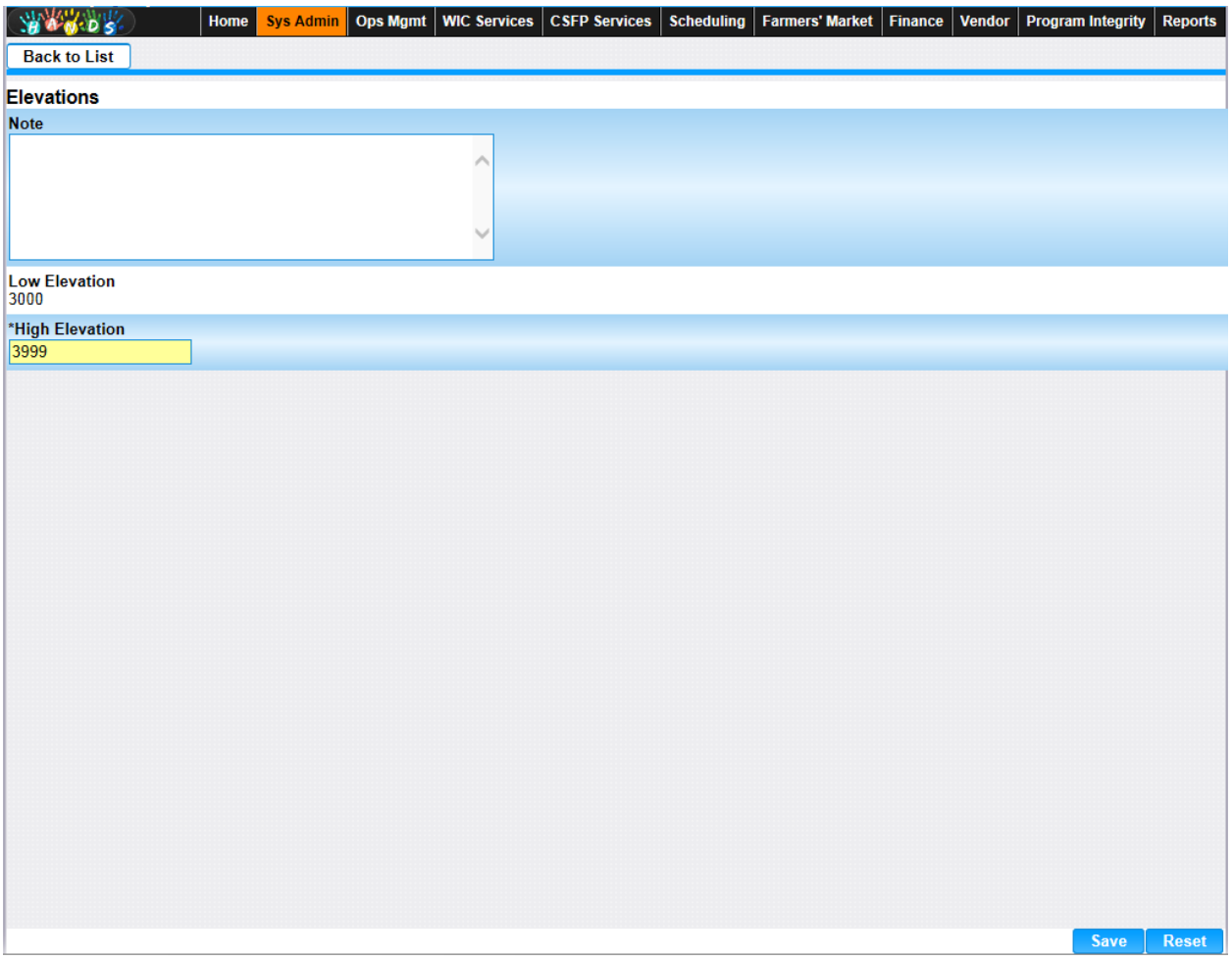


Figure 215: Edit Elevations Page

62.2 Delete Elevations Page

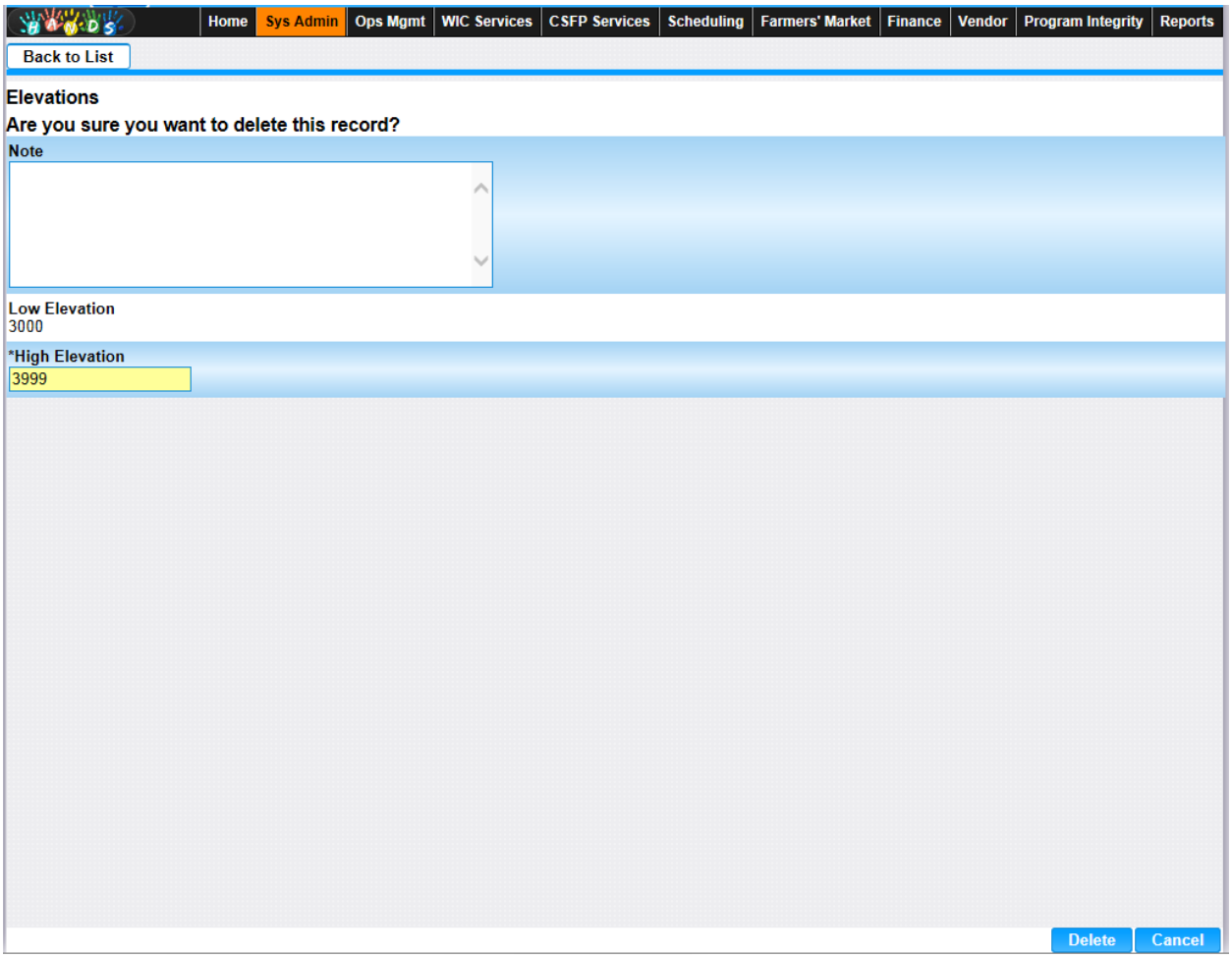


Figure 216: Delete Elevations Page

62.3 Add Elevations Page

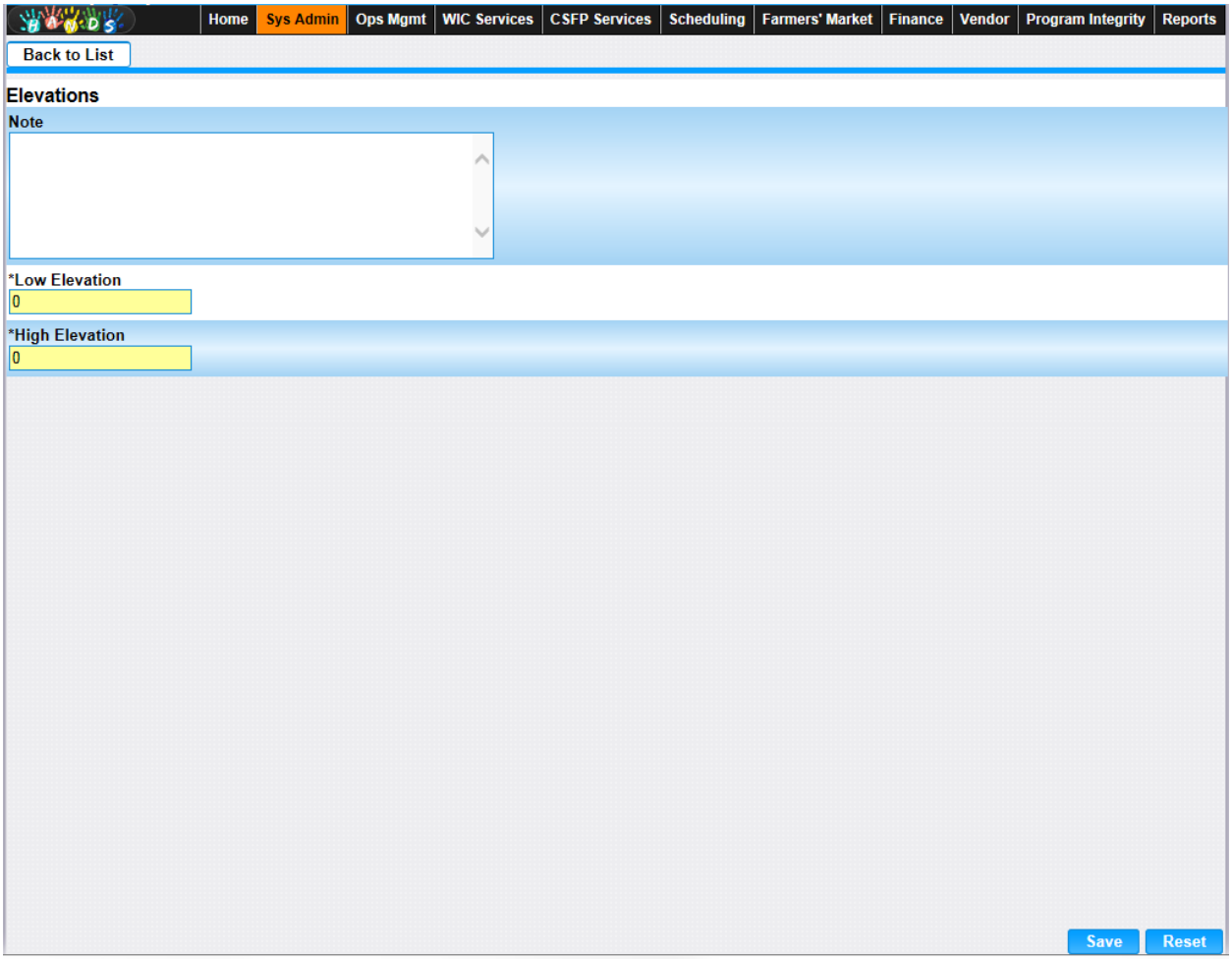


Figure 217: Add Elevations Page

63 CATEGORY BLOOD WORKS

The

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Category Blood Works

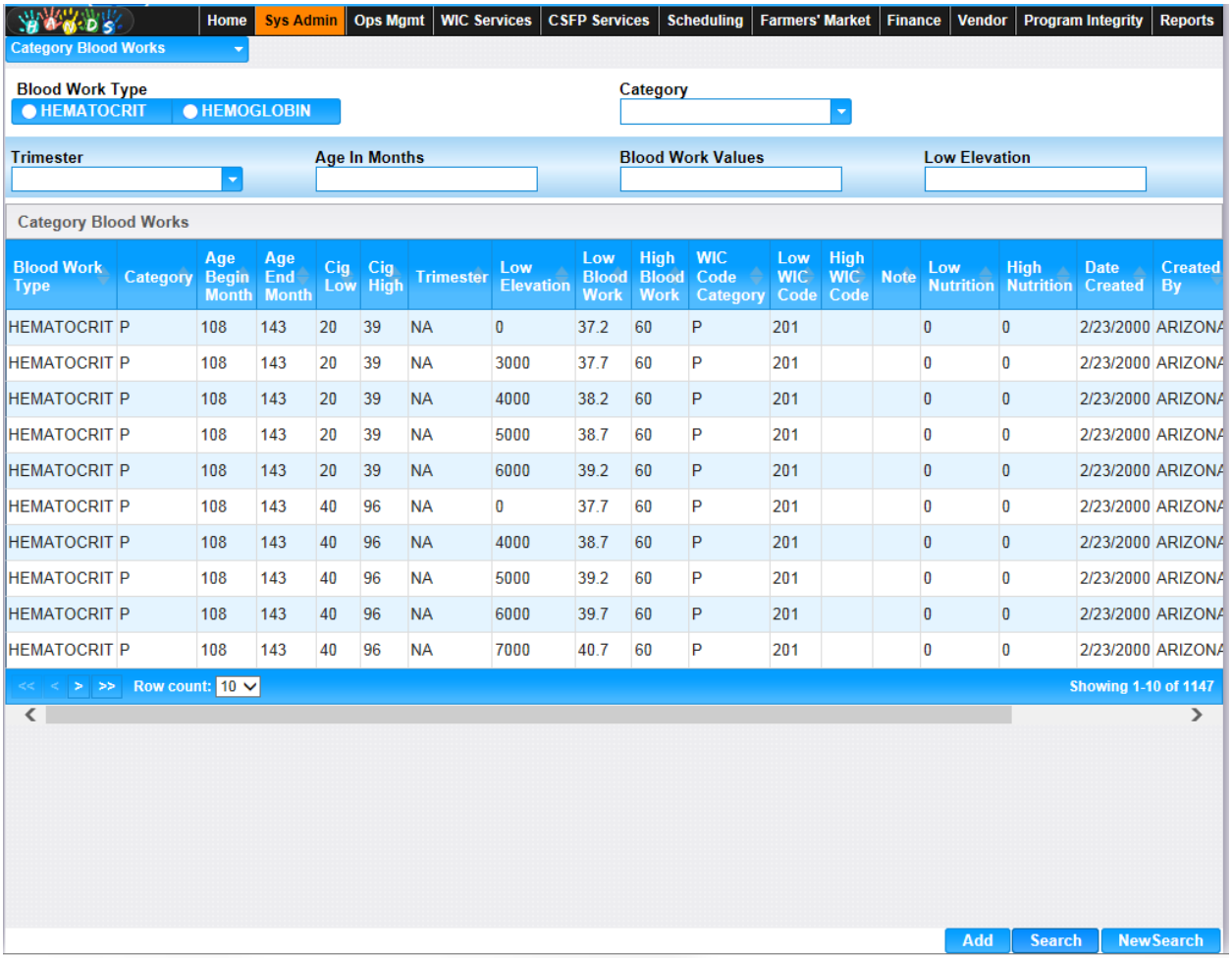


Figure 218: Category Blood Works

Fields:

- **Blood Work Type –** Check the box of the blood type to search for.
- **Category**[65] **–** The Client Category Code to search for
- **Trimester –** The current trimester of a pregnant woman to search for
- **Age In Months –** The age to search for within the Begin and End months range
  Note - Records returned will have an Age In Months >= Age Begin Month and <= Age End Month.
- **Blood Work Values –** The blood work value to search for within the Low and High blood work range
  Note – Records returned will have a Blood Work Value >= Low Blood Work and <= High Blood Work.

[65] Refer to section 6, Categories for details

- **Low Elevation –** The Low elevation to search for

Category Blood Works (Search Grid):

- **Blood Work Type –** The type of blood work, either Hematocrit or Hemoglobin
- **Category**[66] **–** The Client Category Code
- **Age Begin Month –** Age in Months the client's current age must be greater than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Age End Month –** Age in Months the client's current age must be less than or equal to in order to qualify for inclusion as a member of the age range defined by the record.
- **Cig Low –** The low number of cigarettes smoked per day
- **Cig High –** The high number of cigarettes smoked per day
- **Trimester –** The current trimester of a pregnant woman
- **Low Elevation –** The Low elevation value
- **Low Blood Work –** The low level amount for the respective bloodwork type.
- **High Blood Work –** The high level amount for the respective bloodwork type.
- **WIC Code Category**[67] **–** The Client Category Code
- **Low WIC Code –** The low range WIC Code for this risk assessment record
- **High WIC Code –** The high range WIC Code for this risk assessment record
- **Note –** A free text field used for storing notes specific to the record.
- **Low Nutrition –** The low range nutrition value for this risk assessment record
- **High Nutrition –** The high range nutrition value for this risk assessment record
- **Date Created –** The date the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Category Blood Works Page pre-populated with the details of the record for editing. The user may only edit the Note field.
- **(Delete Icon) –** When selected navigation will switch to the Delete Category Blood Works Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Category Blood Works Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

[66] Refer to section 6, Categories for details
[67] Refer to section 6, Categories for details

63.1 Edit Category Blood Works Page

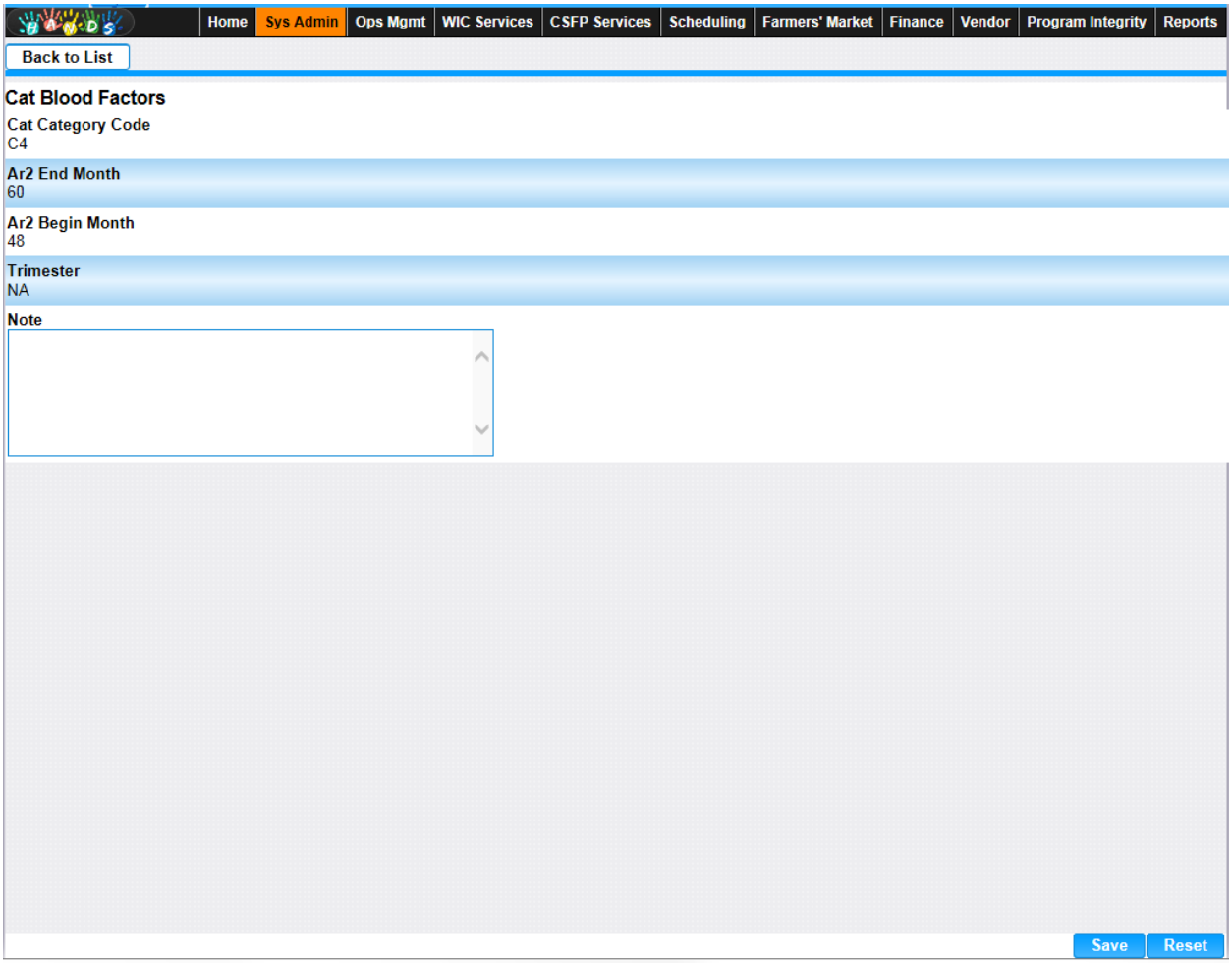


Figure 219: Edit Category Blood Works Page

63.2 Edit Category Blood Works Page

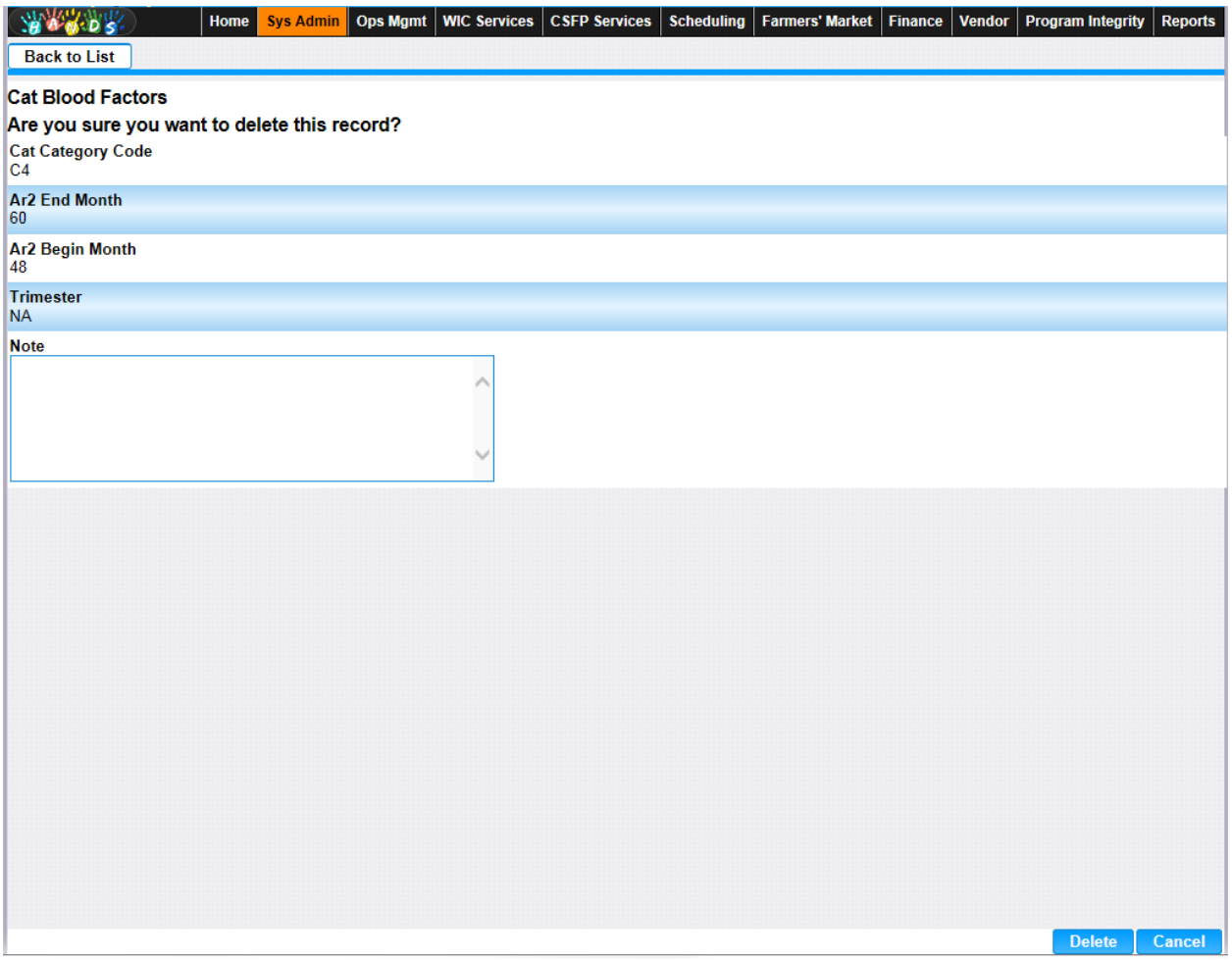


Figure 220: Delete Category Blood Works Page

63.3 Add Category Blood Works Page

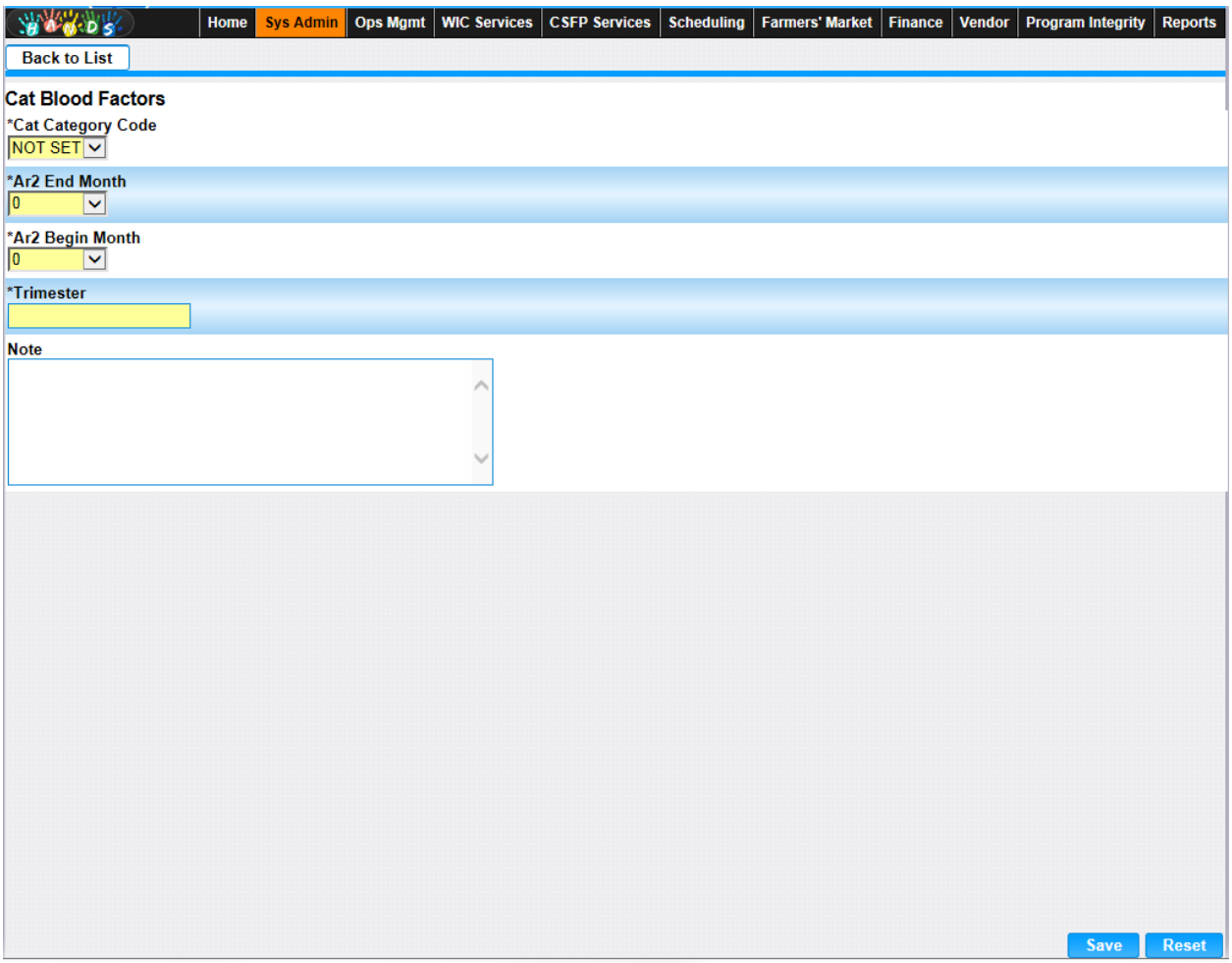


Figure 221: Add Category Blood Works Page

64 COMMUNICATION TYPES

The Communication Types base table allows for configuration of client communication types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Communication Types

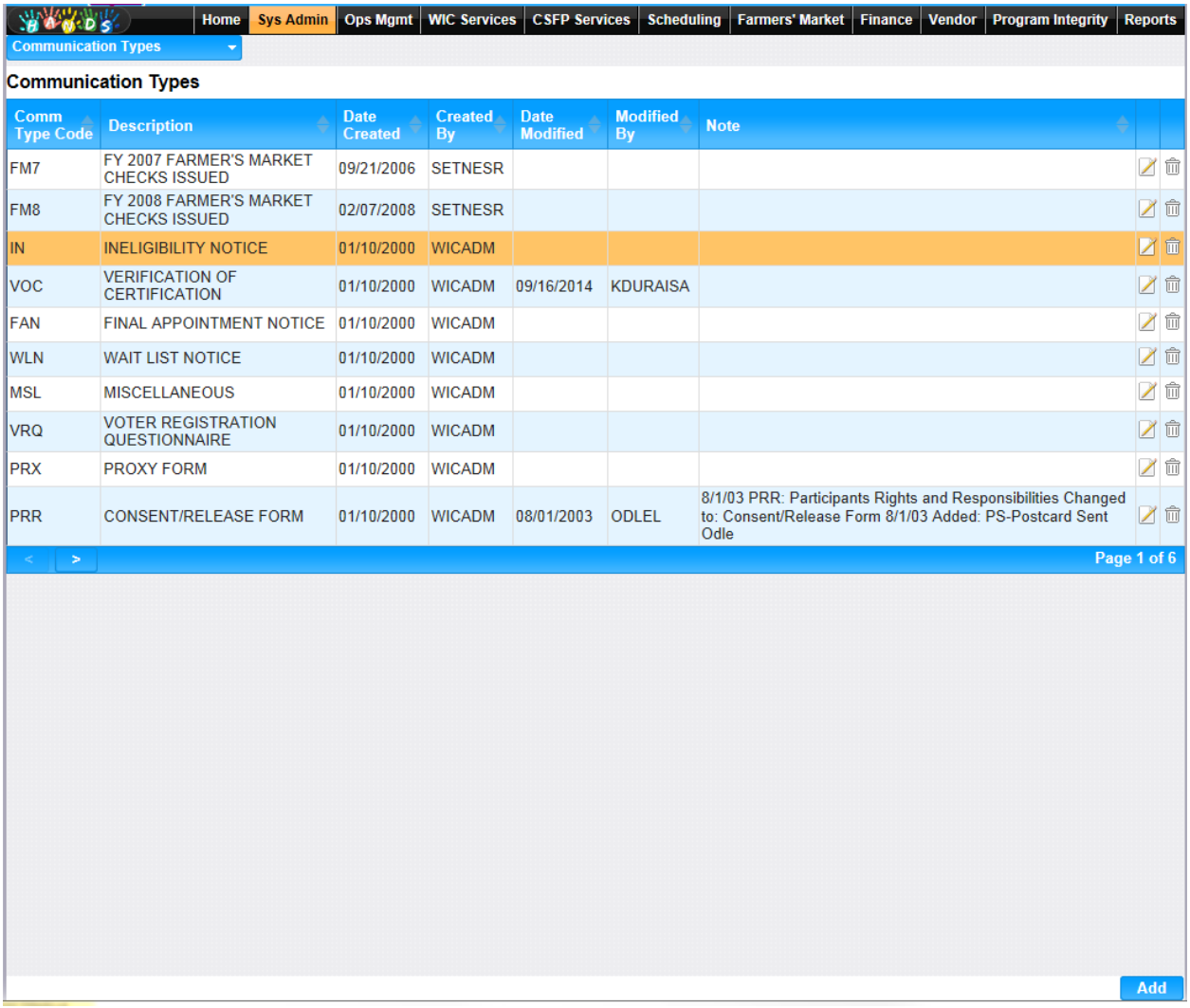


Figure 222: Communication Types

Fields:

- **Comm Type Code –** A user defined string with a maximum length of 3 characters used to uniquely identify the communication type within HANDS.
- **Description –** A verbose description of the communication type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Communication Types Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Communication Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Communication Types Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

64.1 Edit Communication Types Page

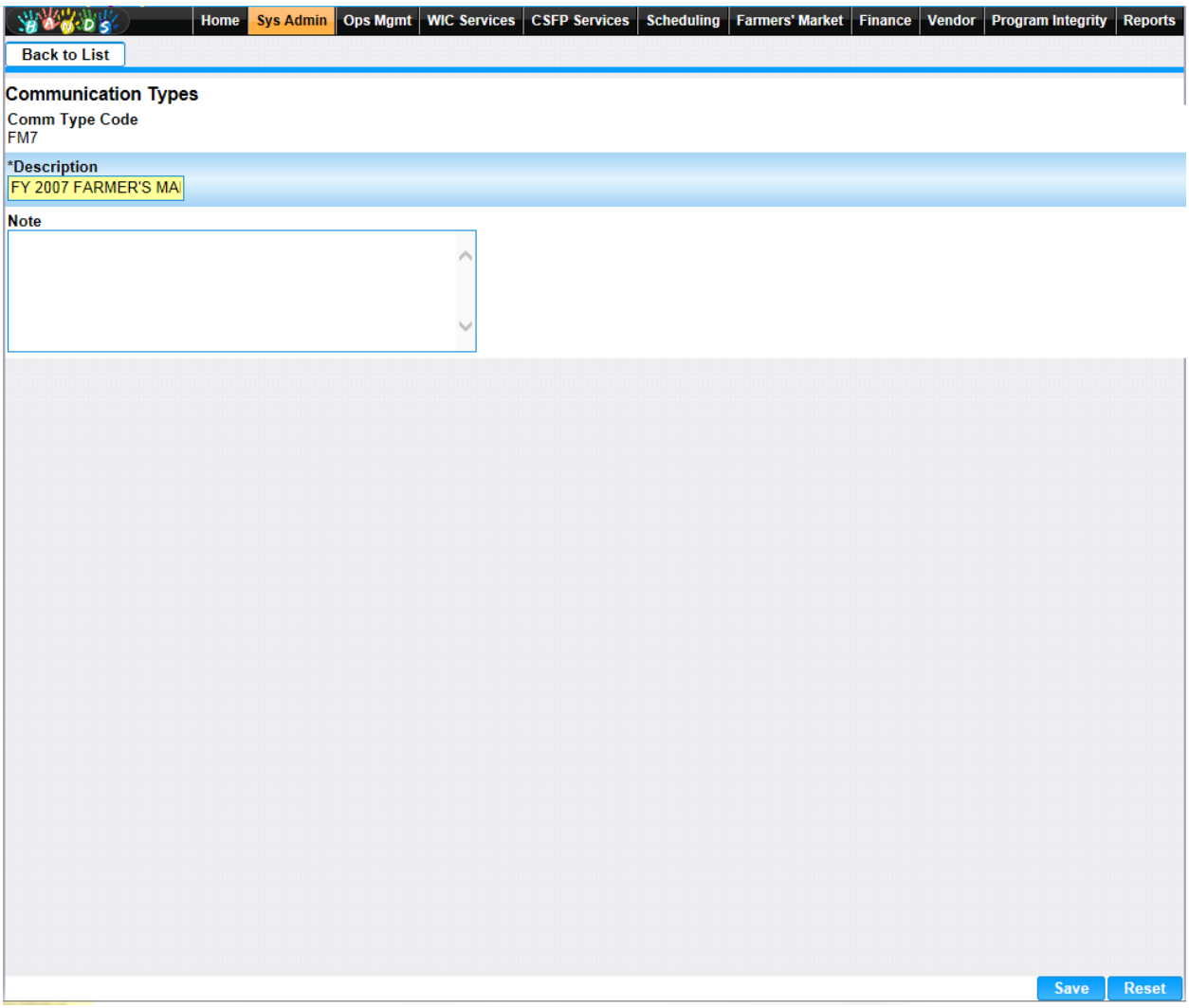


Figure 223: Edit Communication Types Page

64.2 Edit Communication Types Page

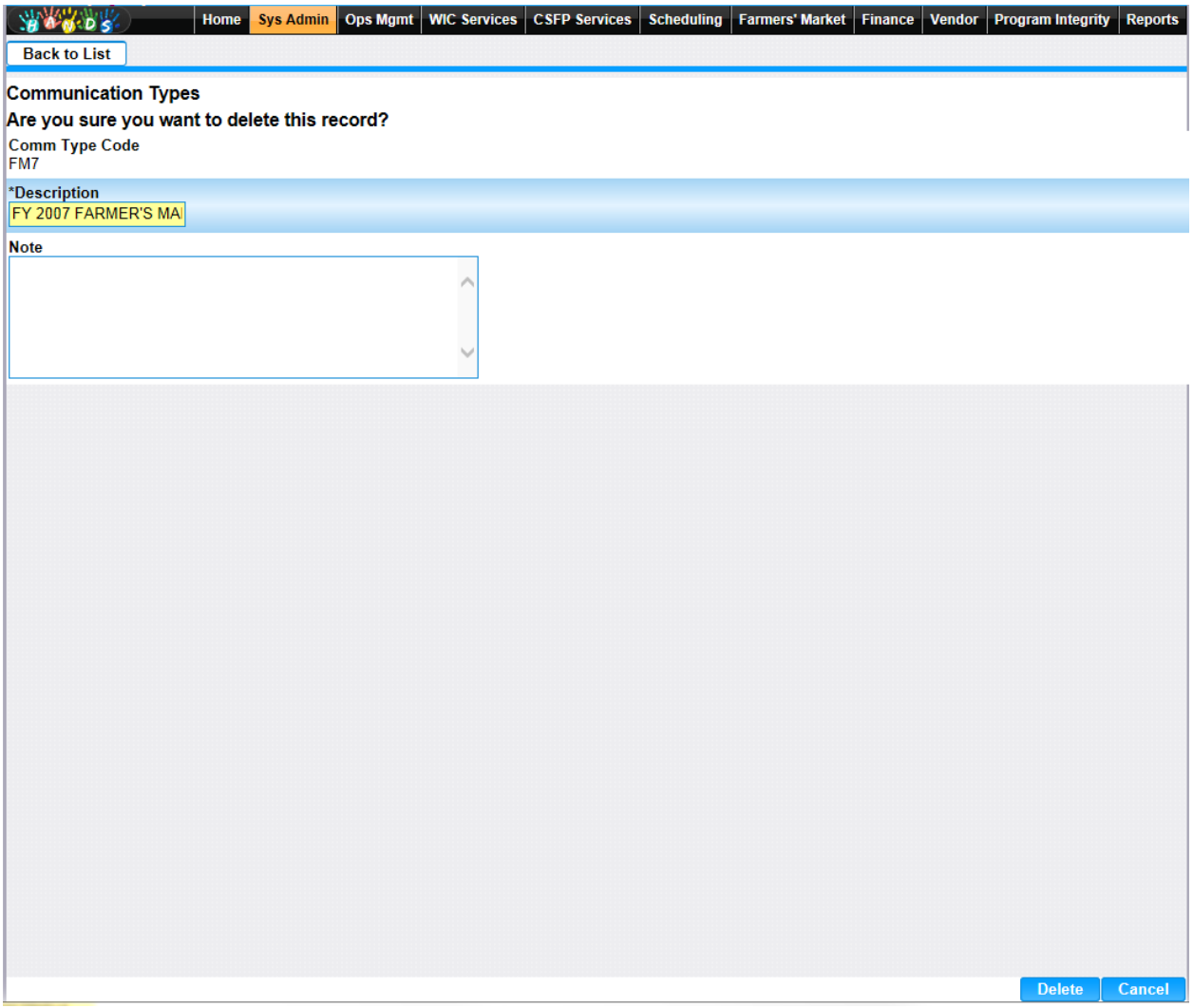


Figure 224: Delete Communication Types Page

64.3 Add Communication Types Page

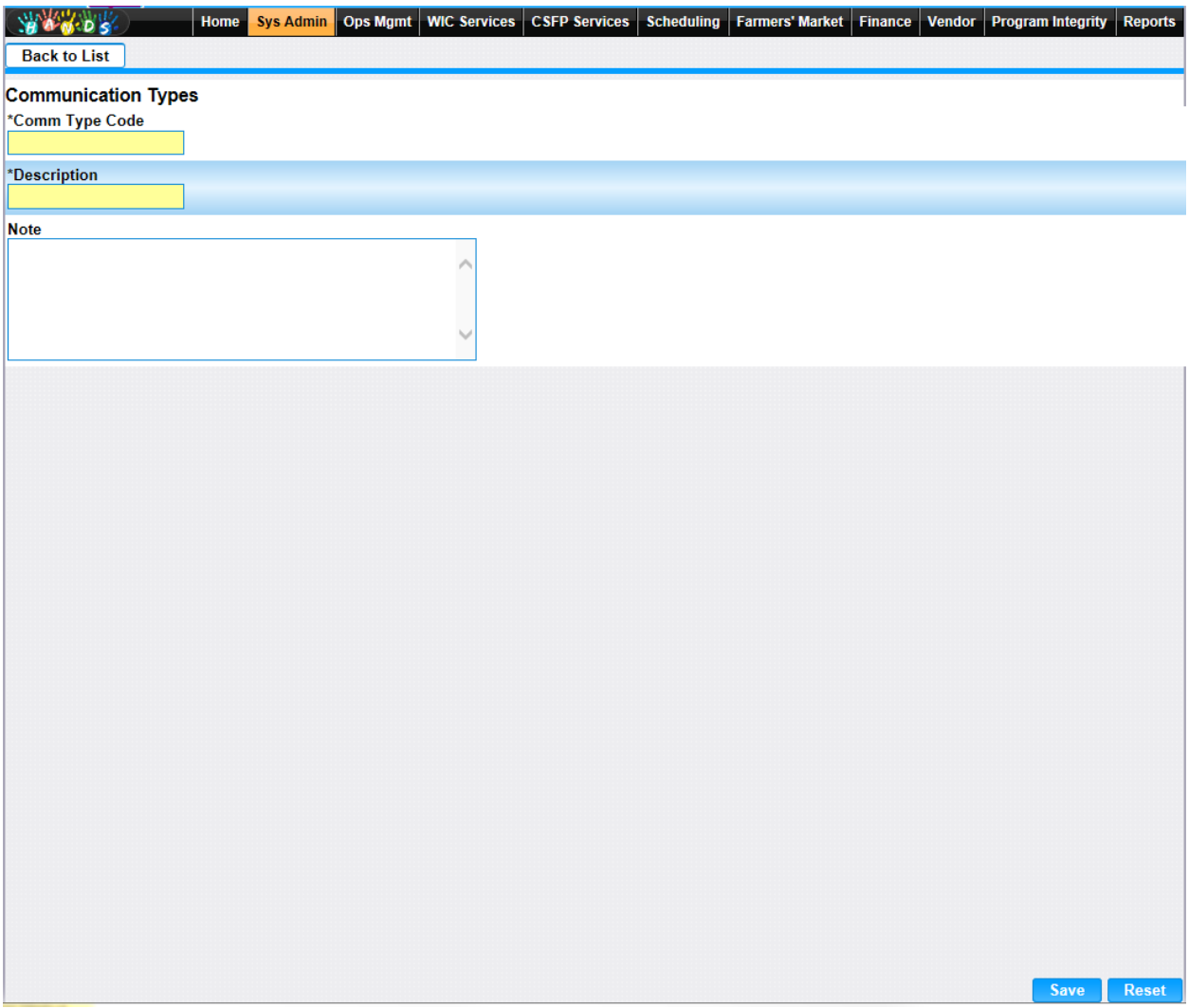


Figure 225: Add Communication Types Page

65 DISABILITIES

The Disabilities base table allows for configuration of disability types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Disabilities

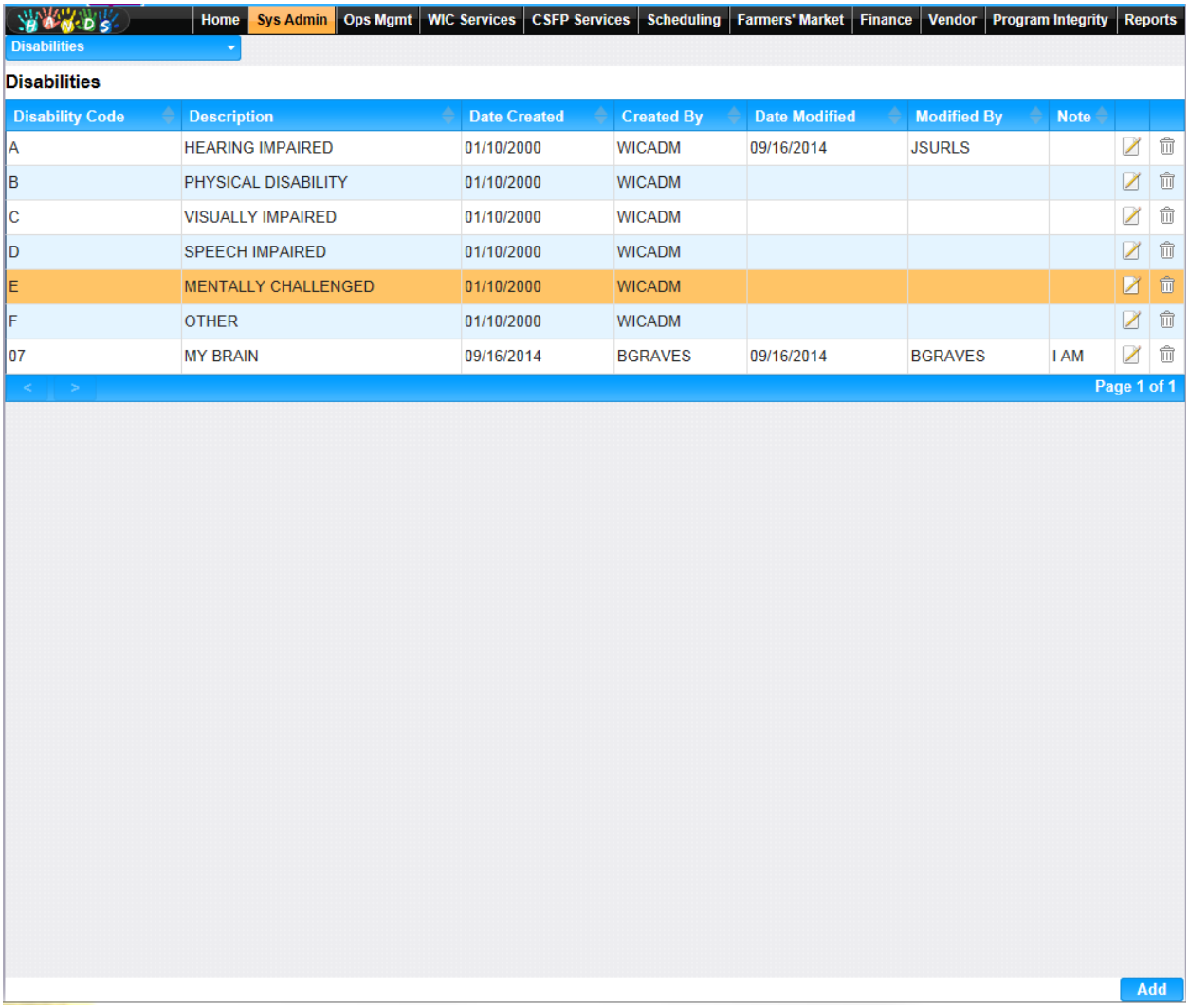


Figure 226: Disabilities

Fields:

- **Disability Code –** A user defined string with a maximum length of 3 characters used to uniquely identify the disability type within HANDS.
- **Description –** A verbose description of the disability type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Disabilities Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Disabilities Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Disabilities Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

65.1 Edit Disabilities Page

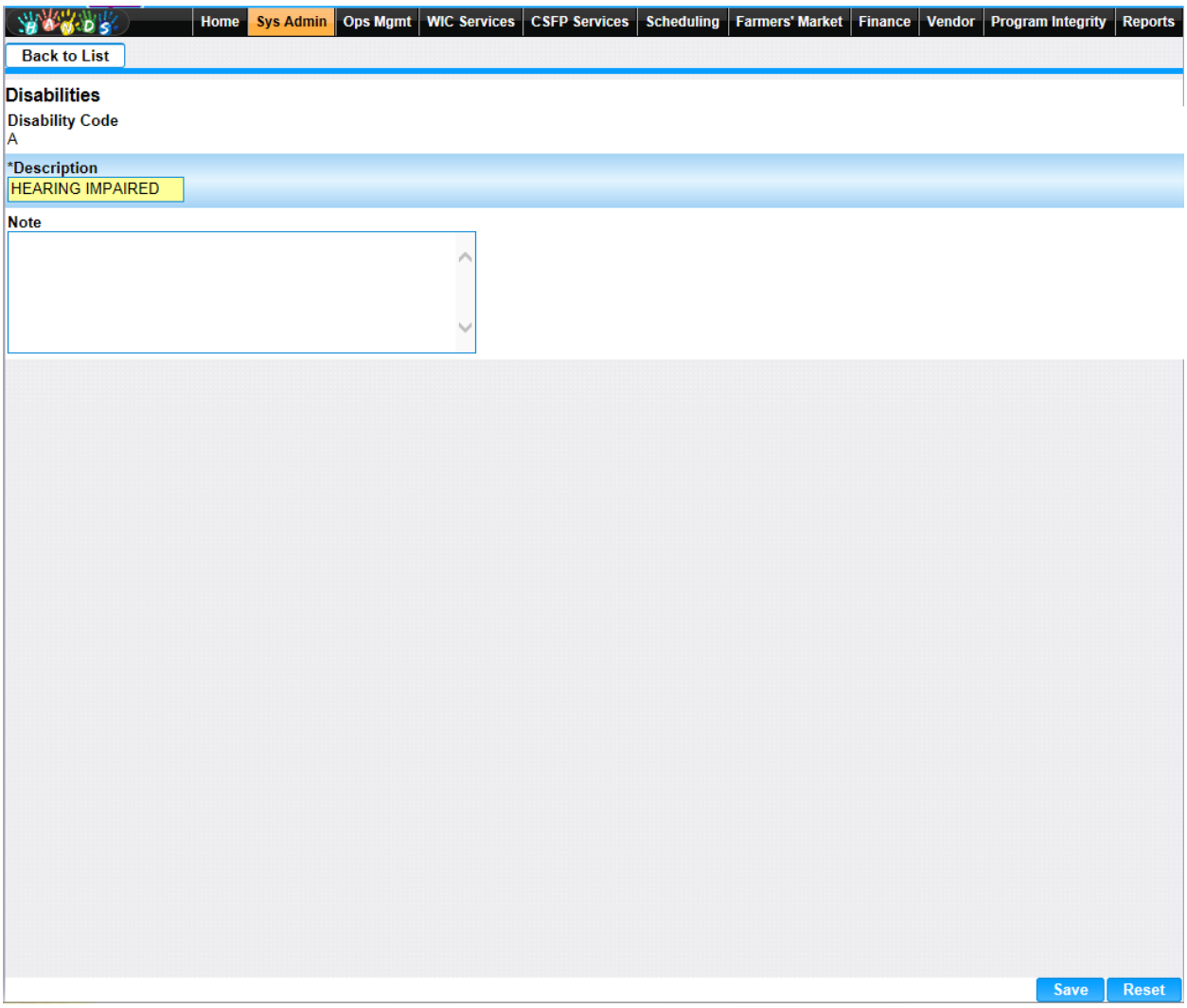


Figure 227: Edit Disabilities Page

65.2 Delete Disabilities Page

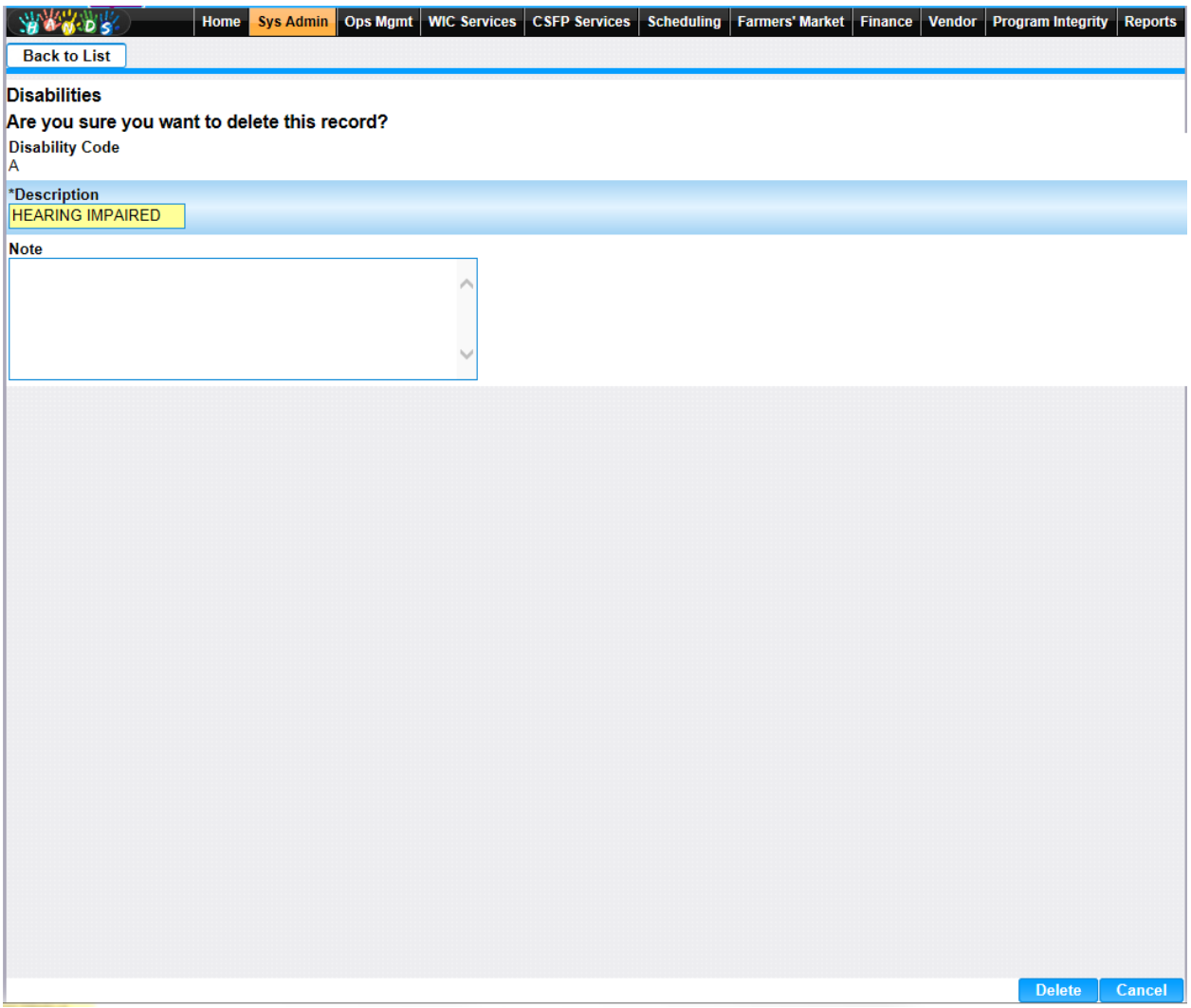


Figure 228: Delete Disabilities Page

65.3 Add Disabilities Page

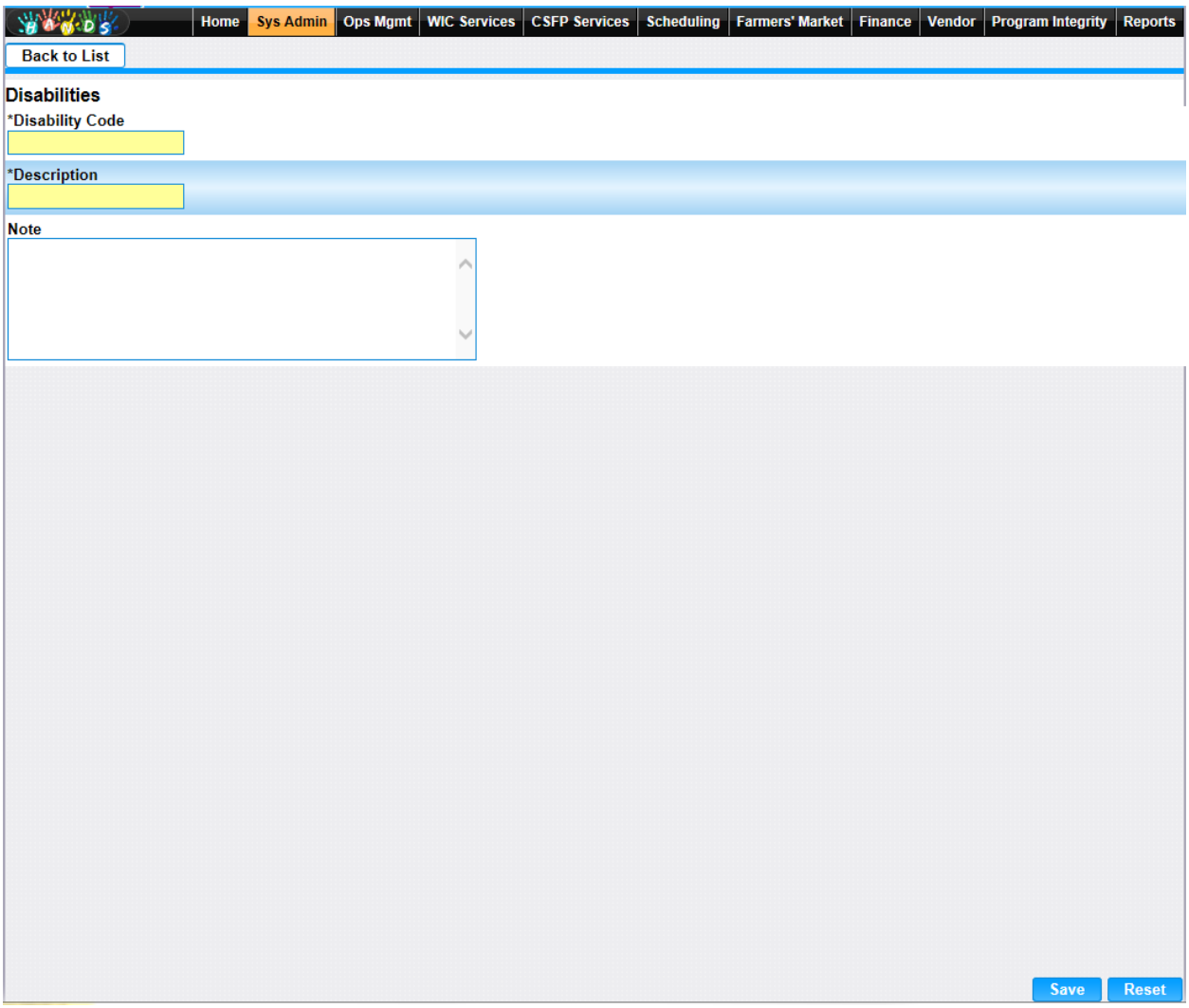


Figure 229: Add Disabilities Page

66 EDUCATION LEVELS

The Education Levels base table allows for configuration of education level types within HANDS.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Education Levels

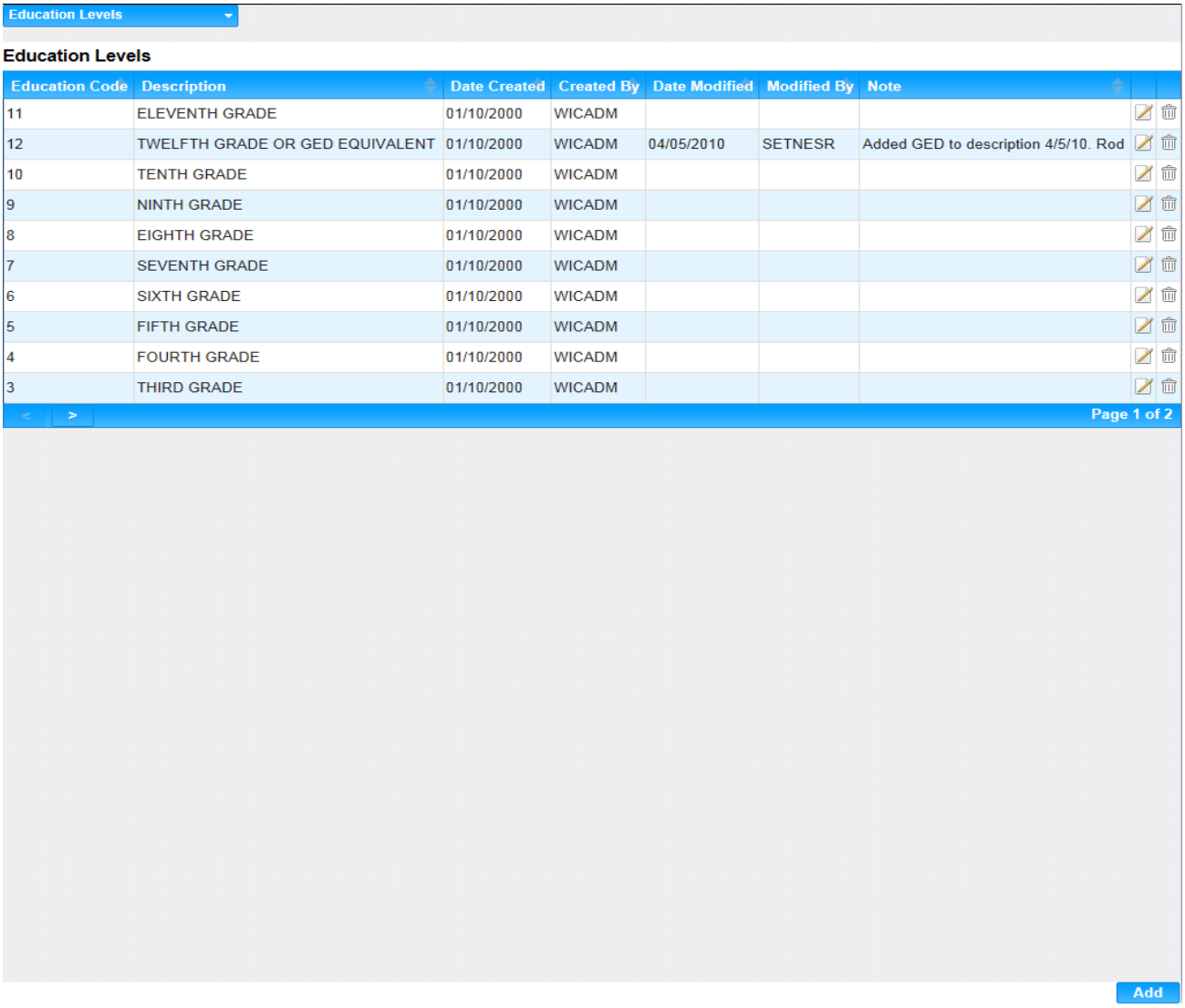


Figure 230: Education Levels

Fields:

- **Education Code –** A user defined number with a maximum length of 2 digits used to uniquely identify the education level type within HANDS.
- **Description –** A verbose description of the education level type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.

- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Education Levels Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Education Levels Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Education Levels Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

66.1 Edit Education Levels Page

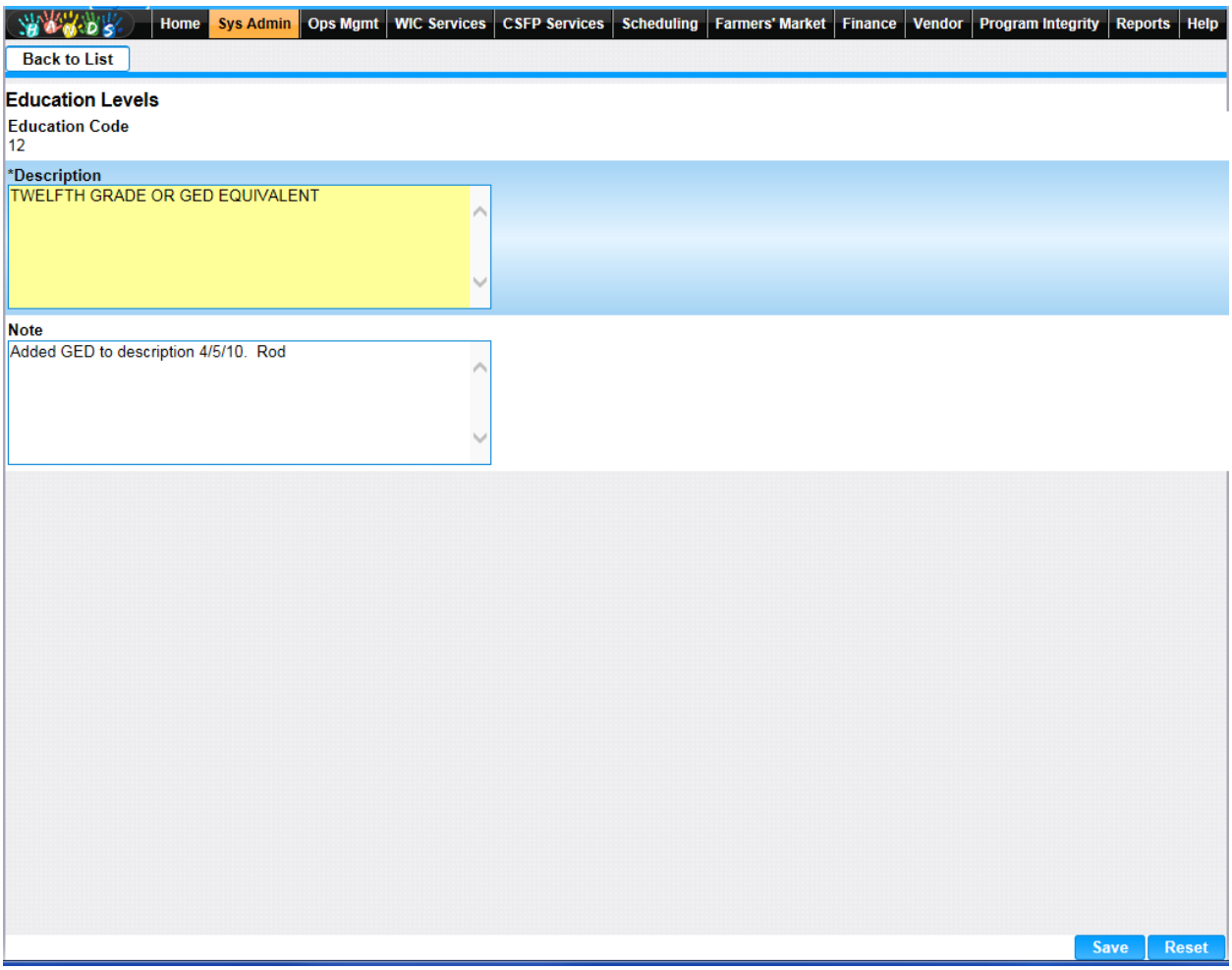


Figure 231: Edit Education Levels Page

66.2 Delete Education Levels Page

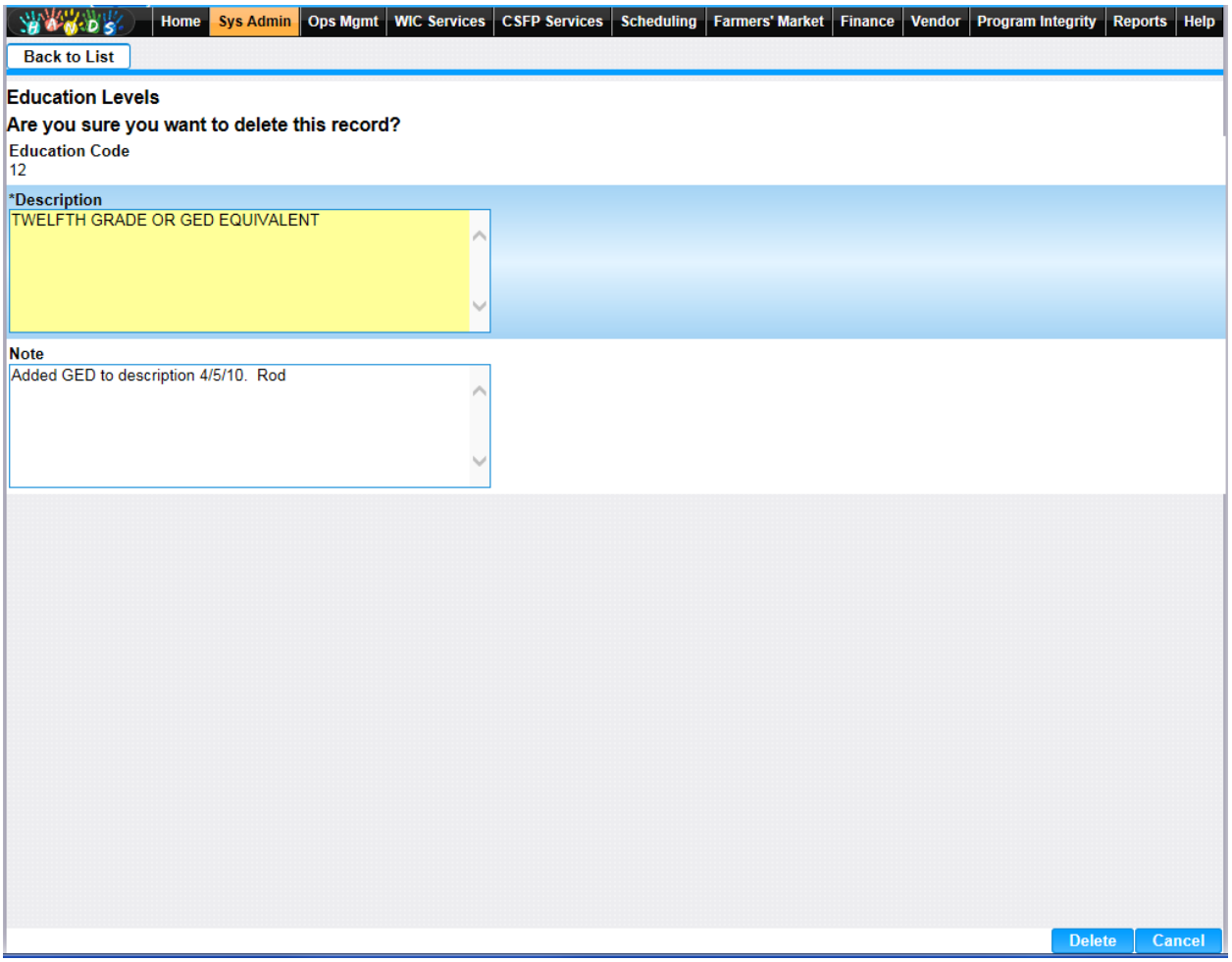


Figure 232: Delete Education Levels Page

66.3 Add Education Levels Page

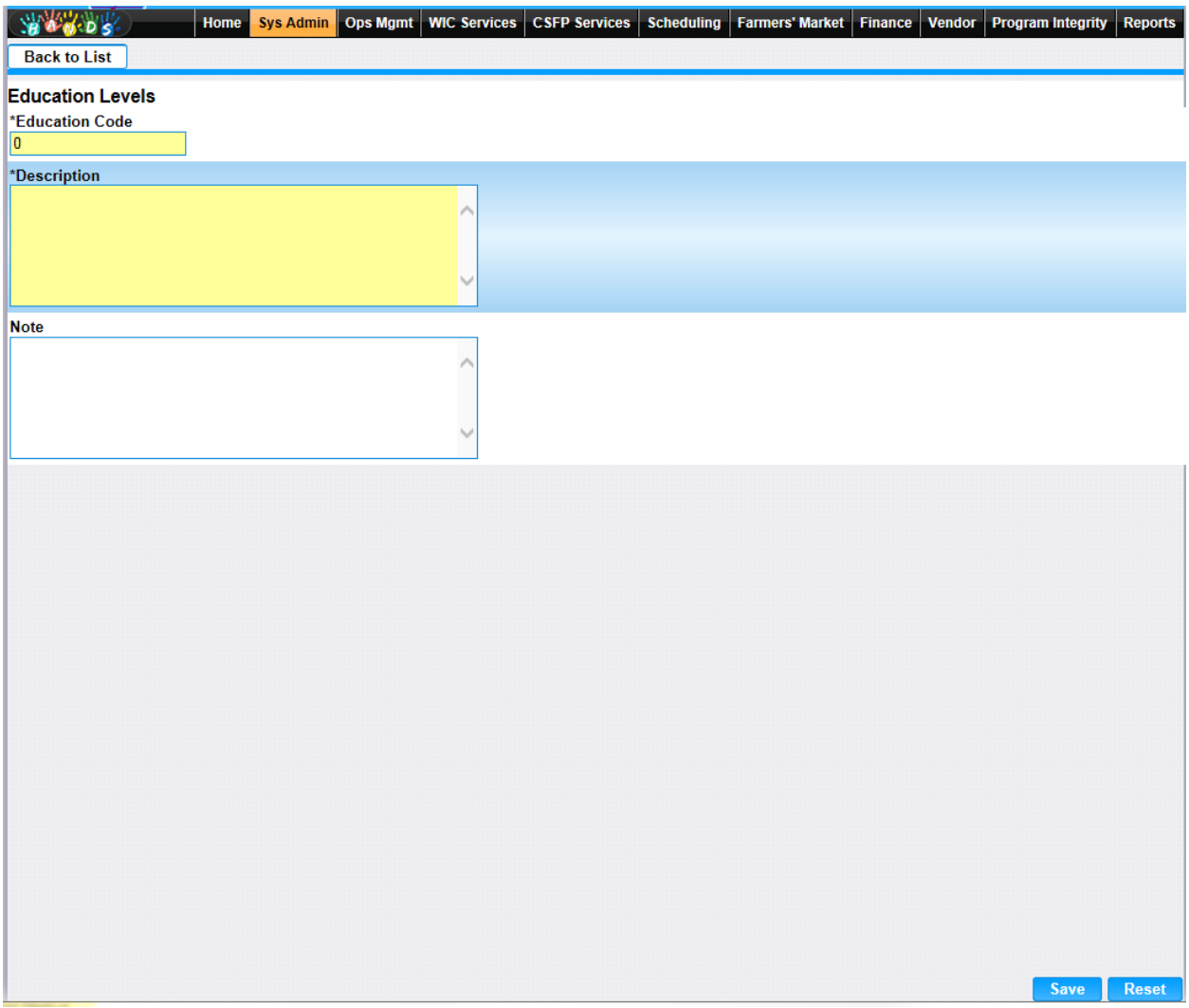


Figure 233: Add Education Levels Page

67 RACES

The Races base table allows for configuration of race types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Races

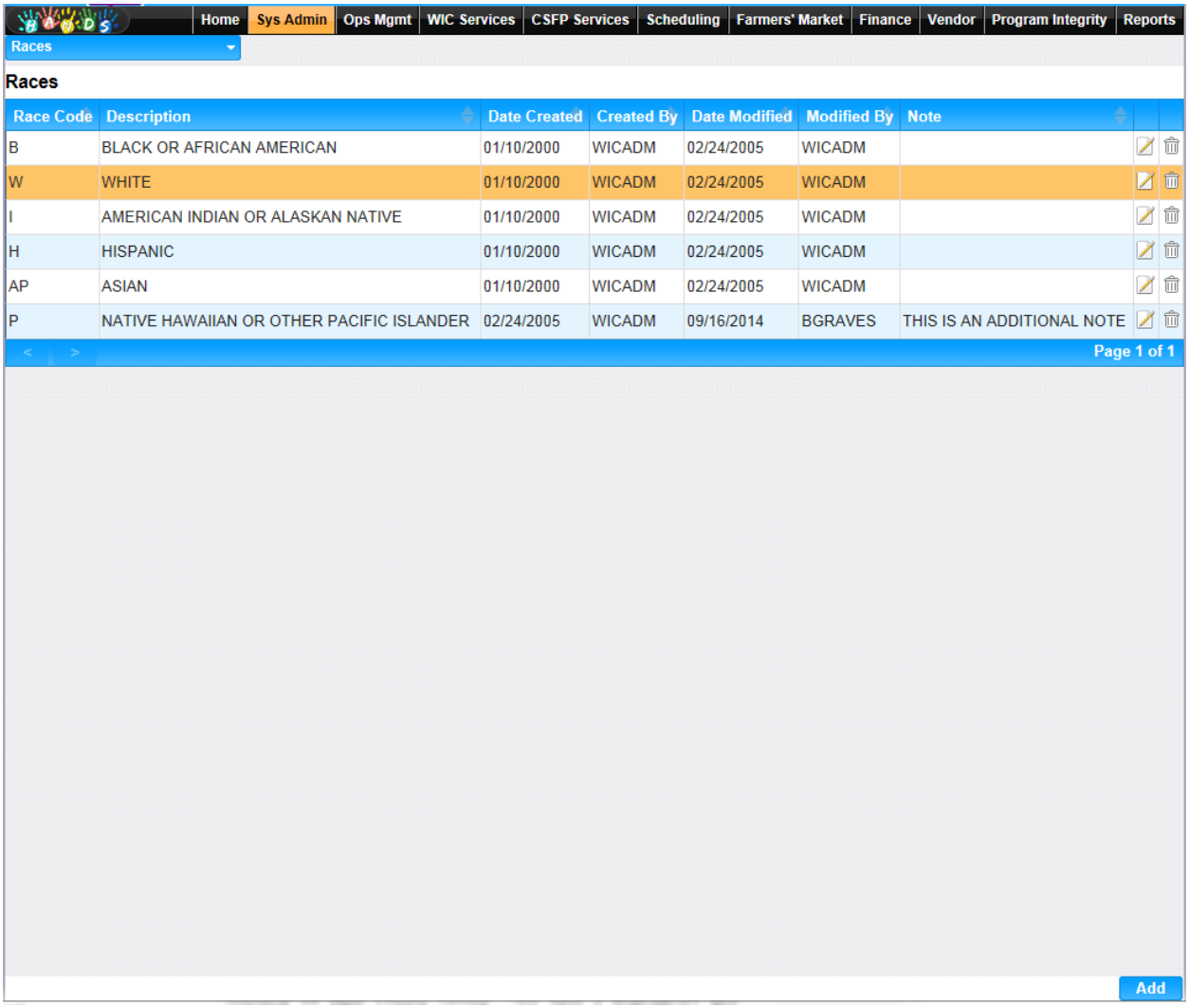


Figure 234: Races

Fields:

- **Race Code –** A user defined string with a maximum length of 2 characters used to uniquely identify race types within HANDS.
- **Description –** A verbose description of the race type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Races Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Races Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Races Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

67.1 Edit Races Page

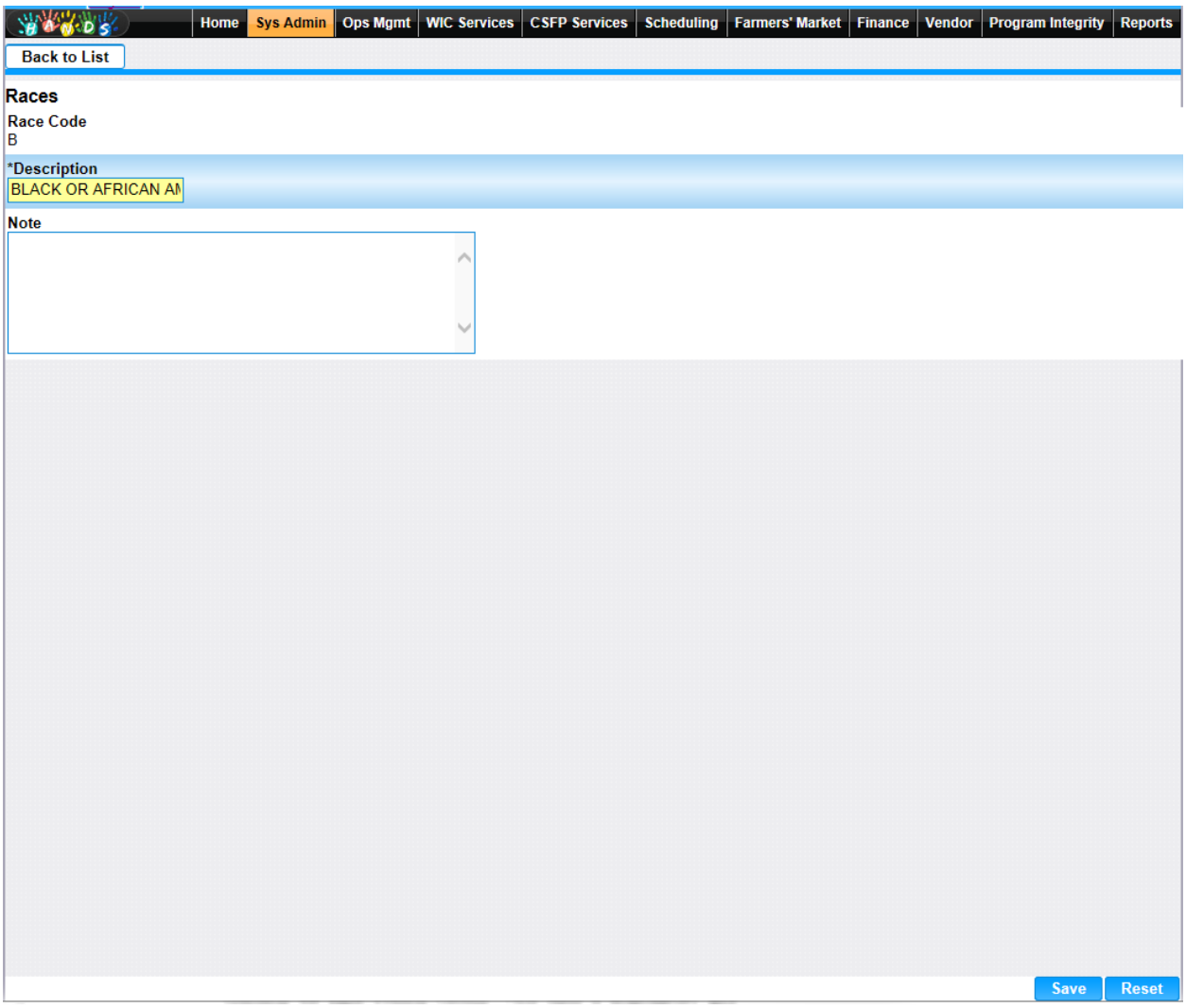


Figure 235: Edit Races Page

67.2 Delete Races Page

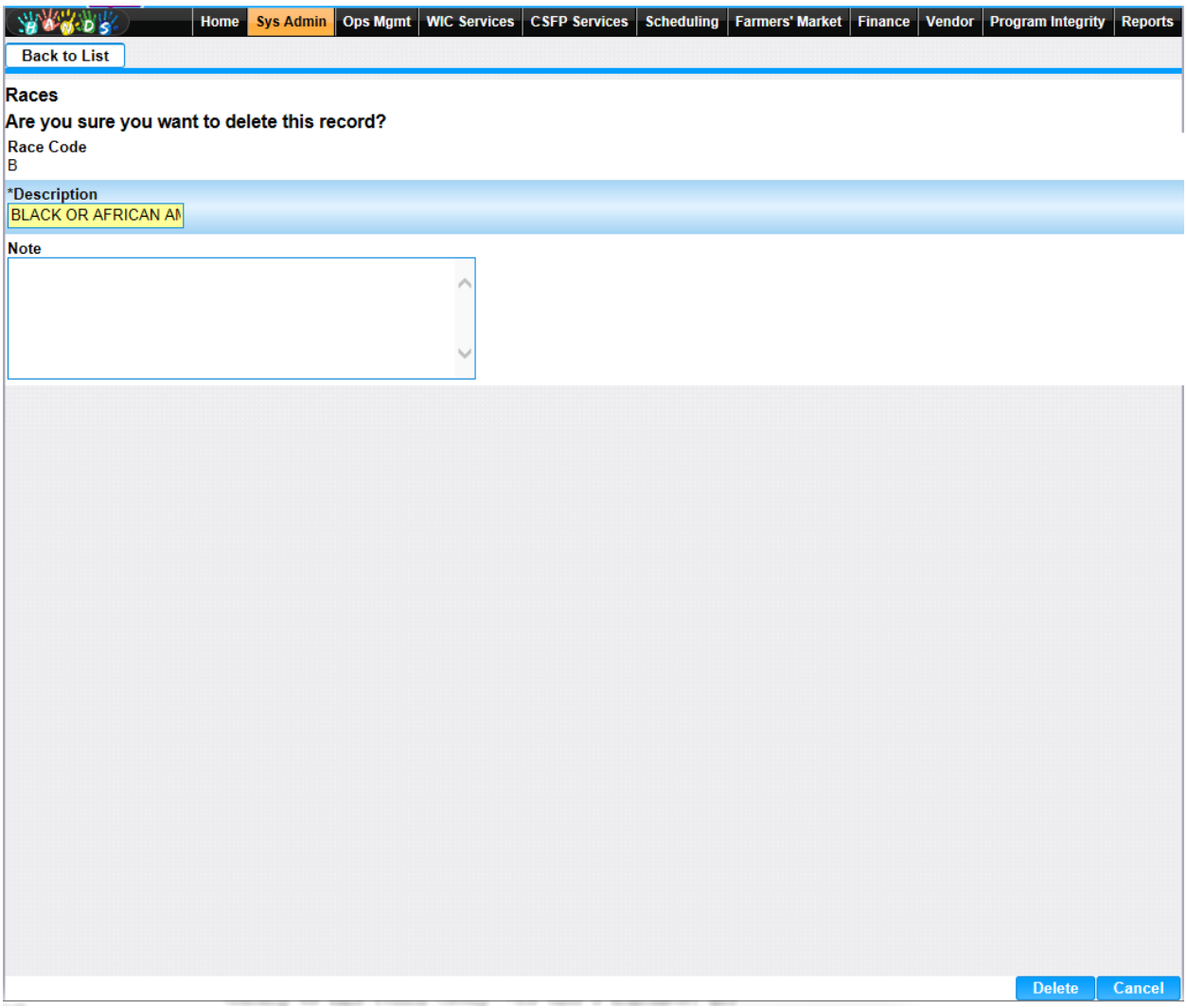


Figure 236: Delete Races Page

67.3 Add Races Page

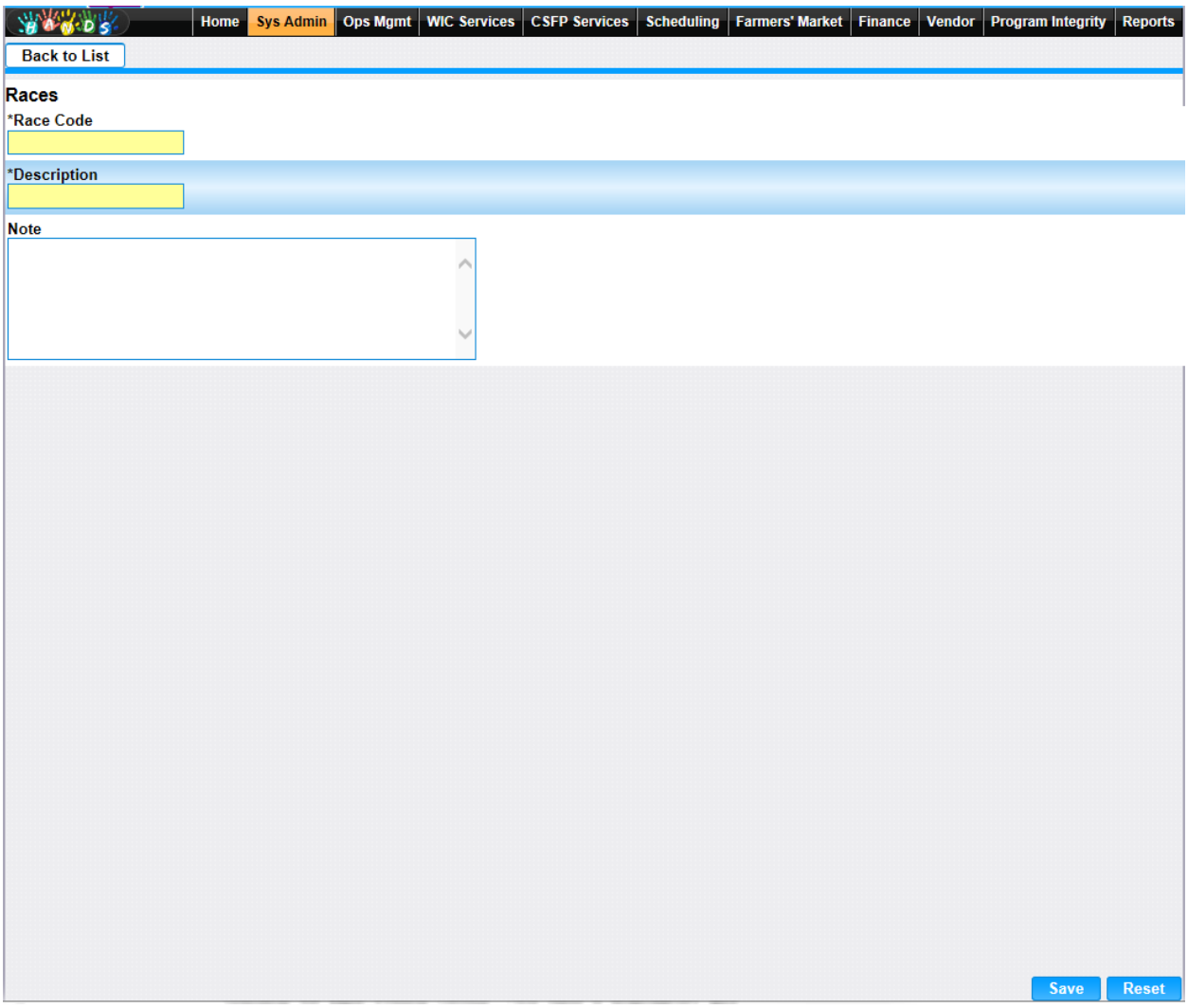
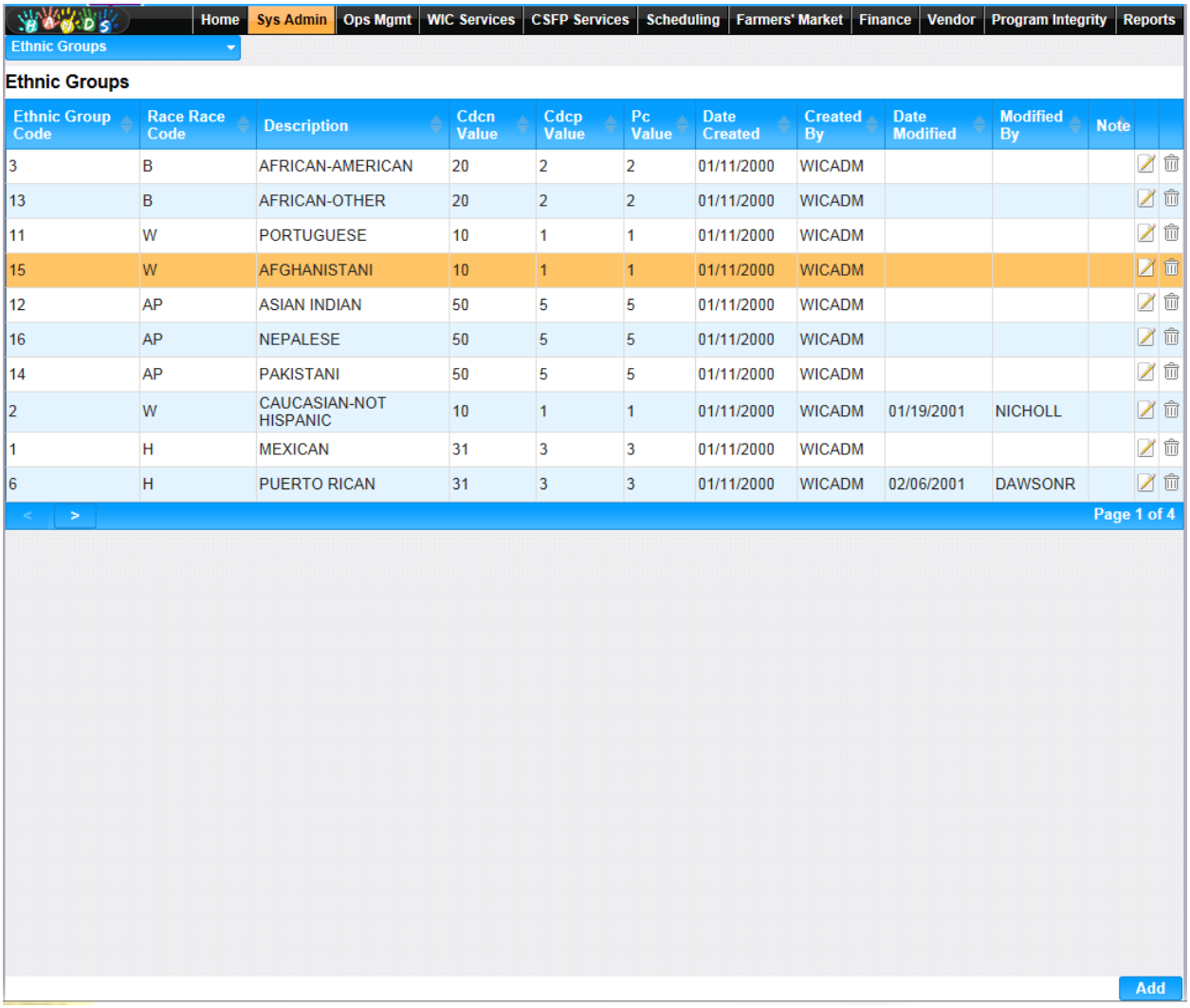


Figure 237: Add Races Page

68 ETHNIC GROUPS

The Ethnic Groups base table allows for configuration of ethnic group types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Ethnic Groups



Ethnic Group Code	Race Race Code	Description	Cdcn Value	Cdcp Value	Pc Value	Date Created	Created By	Date Modified	Modified By	Note
3	B	AFRICAN-AMERICAN	20	2	2	01/11/2000	WICADM			
13	B	AFRICAN-OTHER	20	2	2	01/11/2000	WICADM			
11	W	PORTUGUESE	10	1	1	01/11/2000	WICADM			
15	W	AFGHANISTANI	10	1	1	01/11/2000	WICADM			
12	AP	ASIAN INDIAN	50	5	5	01/11/2000	WICADM			
16	AP	NEPALESE	50	5	5	01/11/2000	WICADM			
14	AP	PAKISTANI	50	5	5	01/11/2000	WICADM			
2	W	CAUCASIAN-NOT HISPANIC	10	1	1	01/11/2000	WICADM	01/19/2001	NICHOLL	
1	H	MEXICAN	31	3	3	01/11/2000	WICADM			
6	H	PUERTO RICAN	31	3	3	01/11/2000	WICADM	02/06/2001	DAWSONR	

Figure 238: Ethnic Groups

Fields:

- **Ethnic Group Code –** A user defined number with a maximum length of 2 digits used to uniquely identify the ethnic group type within HANDS.
- **Race Race Code**[68] **–** The race code type associated with the ethnic group type.
- **Description –** A verbose description of the ethnic group type.
- **Cdcn Value –** The Center for Disease Control values utilized in the Pregnancy Nutrition Surveillance system.

[68] Refer to section 67, Races for details

- **Cdcp Value –** The Center for Disease Control values utilized in the Pediatric Nutrition Surveillance system.
- **Pc Value –** The PC values utilized in the most recent Participant Characteristics Surveillance system.
  Note – The value must be between 1 and 5
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.
- **(Edit Icon) –** When selected navigation will switch to the Edit Ethnic Groups Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Ethnic Groups Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Ethnic Groups Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

68.1 Edit Ethnic Groups Page

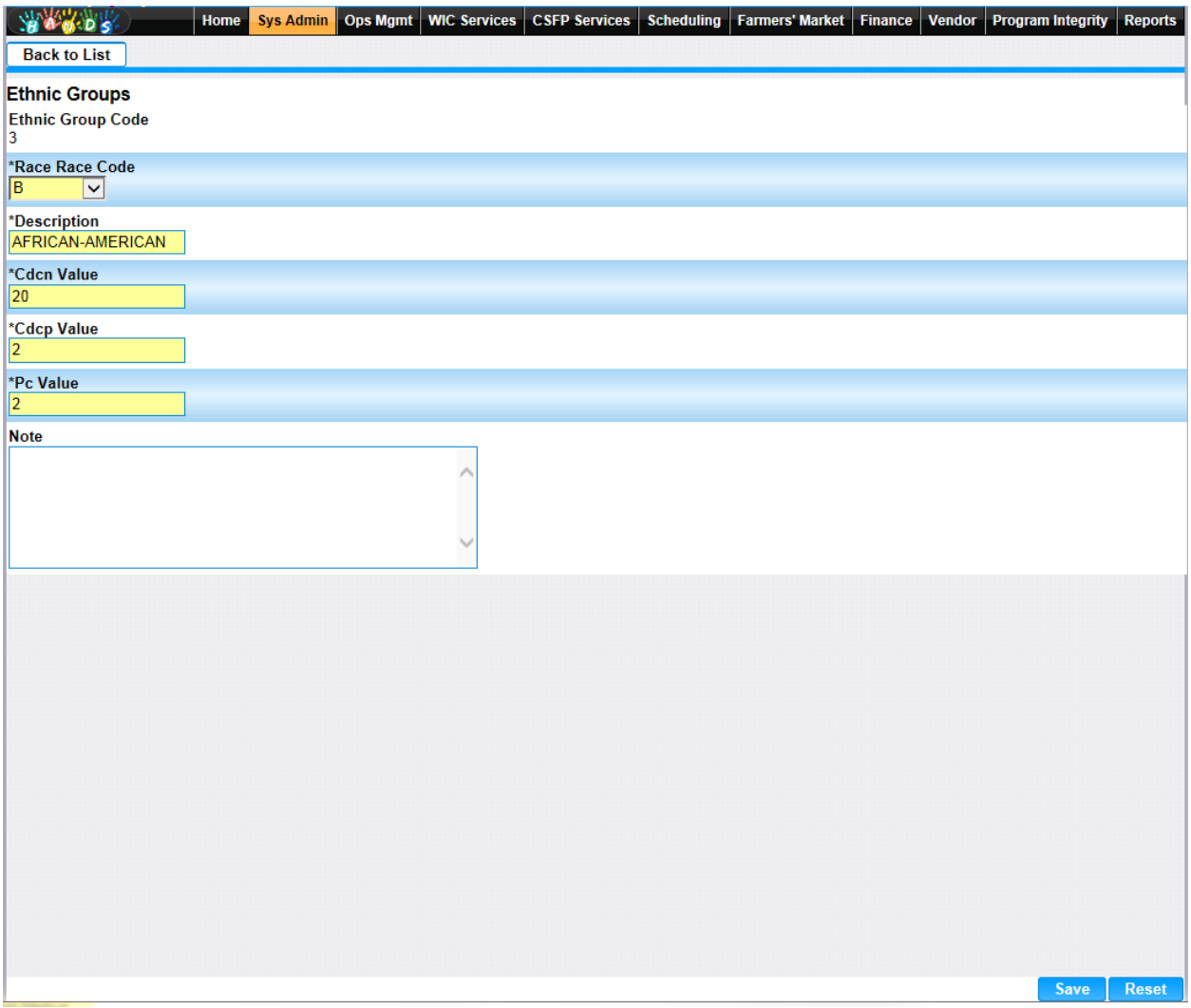


Figure 239: Edit Ethnic Groups Page

68.2 Delete Ethnic Groups Page

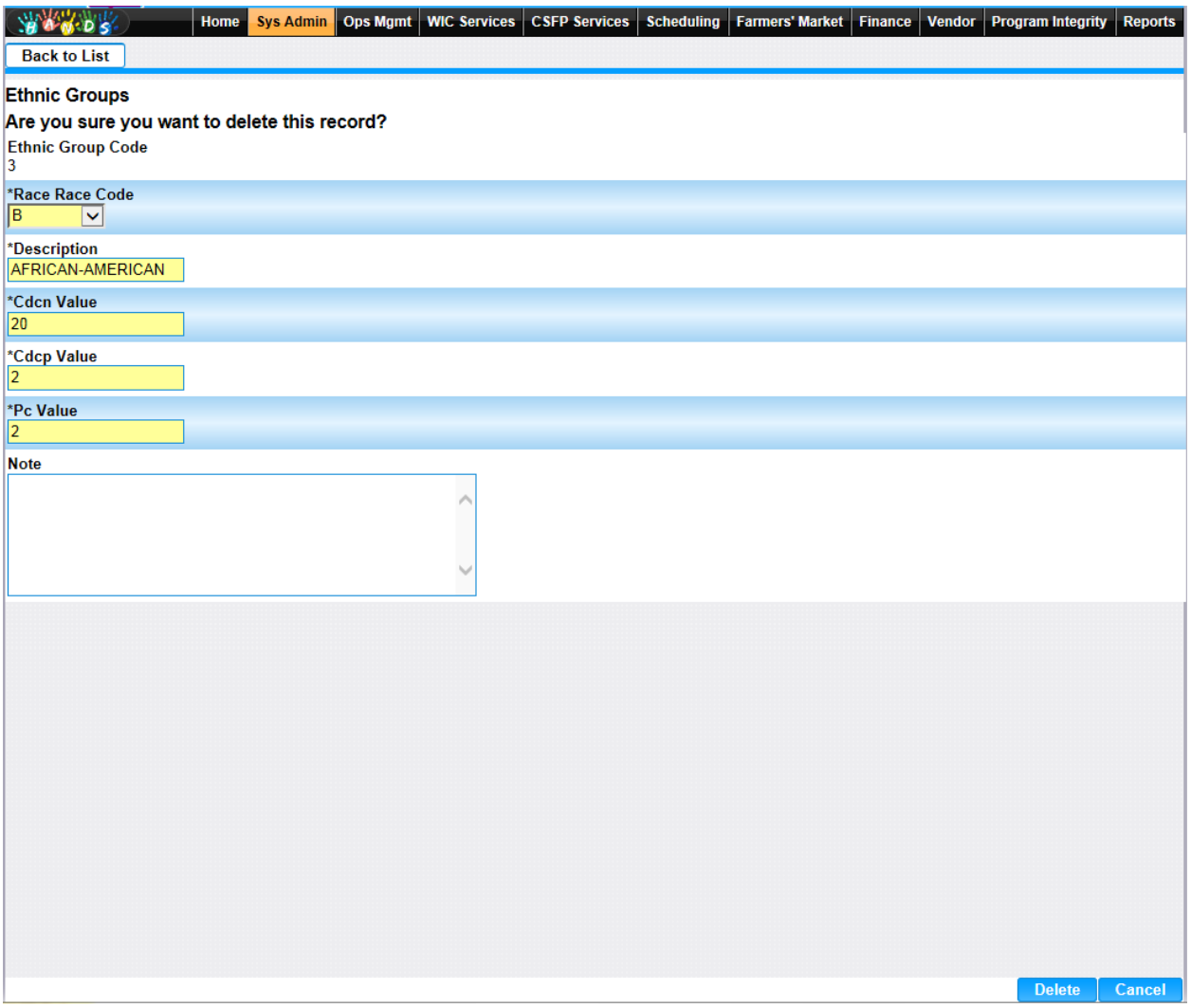


Figure 240: Delete Ethnic Groups Page

68.3 Add Ethnic Groups Page

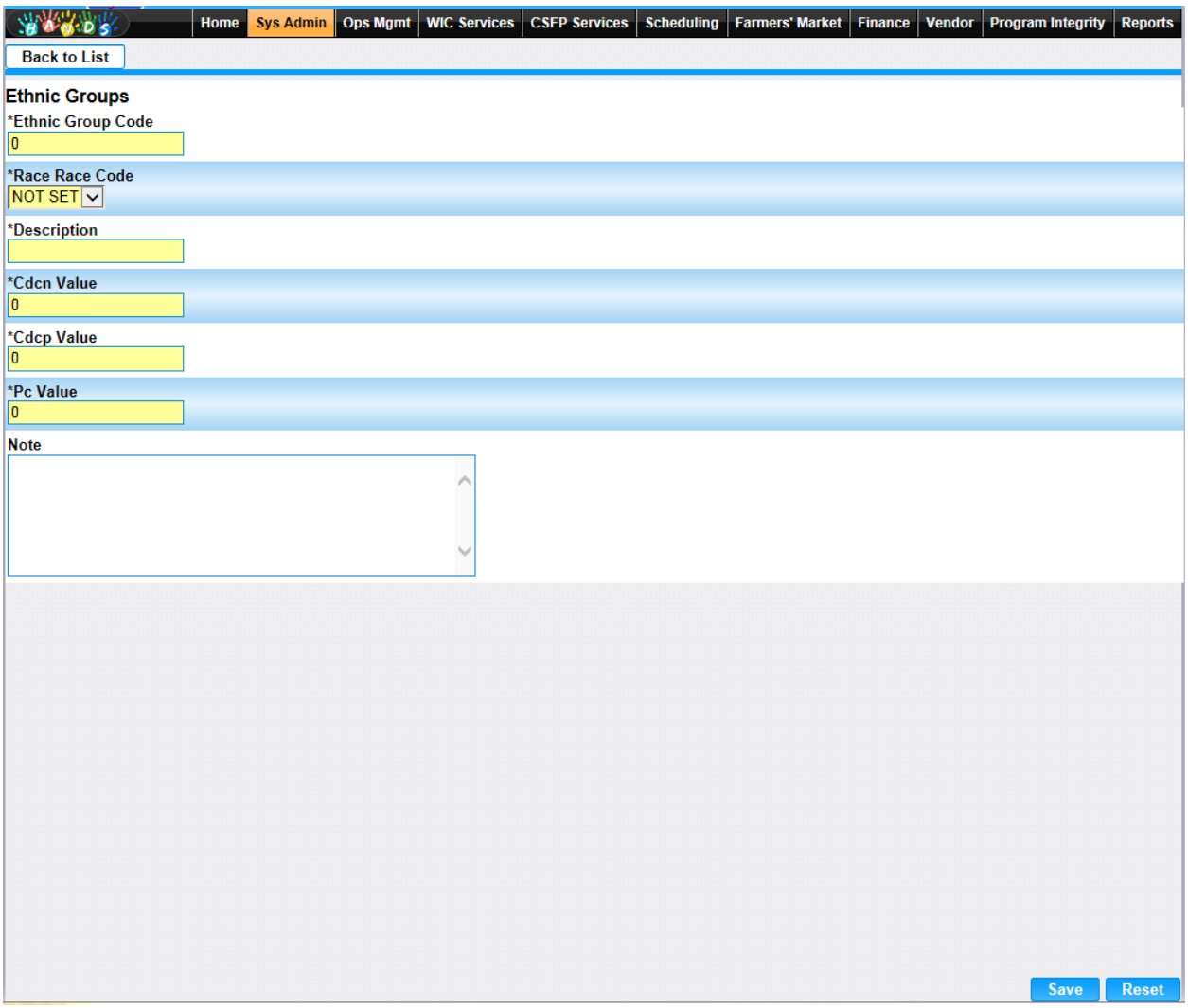


Figure 241: Add Ethnic Groups Page

69 INCOME INTERVALS

The Income Intervals base table allows for configuration of income interval types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Ethnic Groups

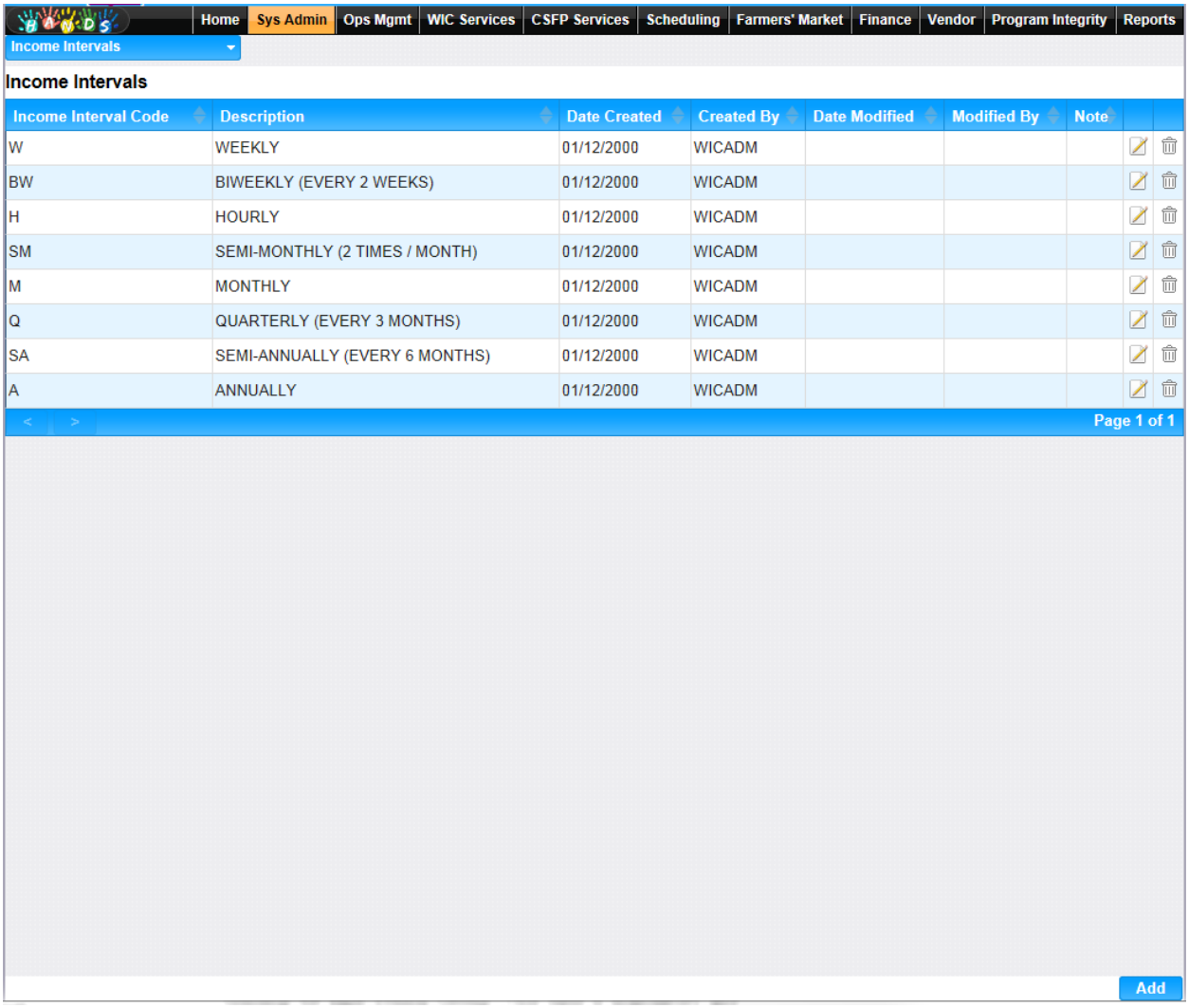


Figure 242: Income Intervals

Fields:

- **Income Interval Code –** A user defined string with a maximum length of 2 characters used to uniquely identify the income interval type within HANDS.
- **Description –** A verbose description of the income interval type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Income Intervals Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Income Intervals Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched to the Add Income Intervals Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

69.1 Edit Income Intervals Page

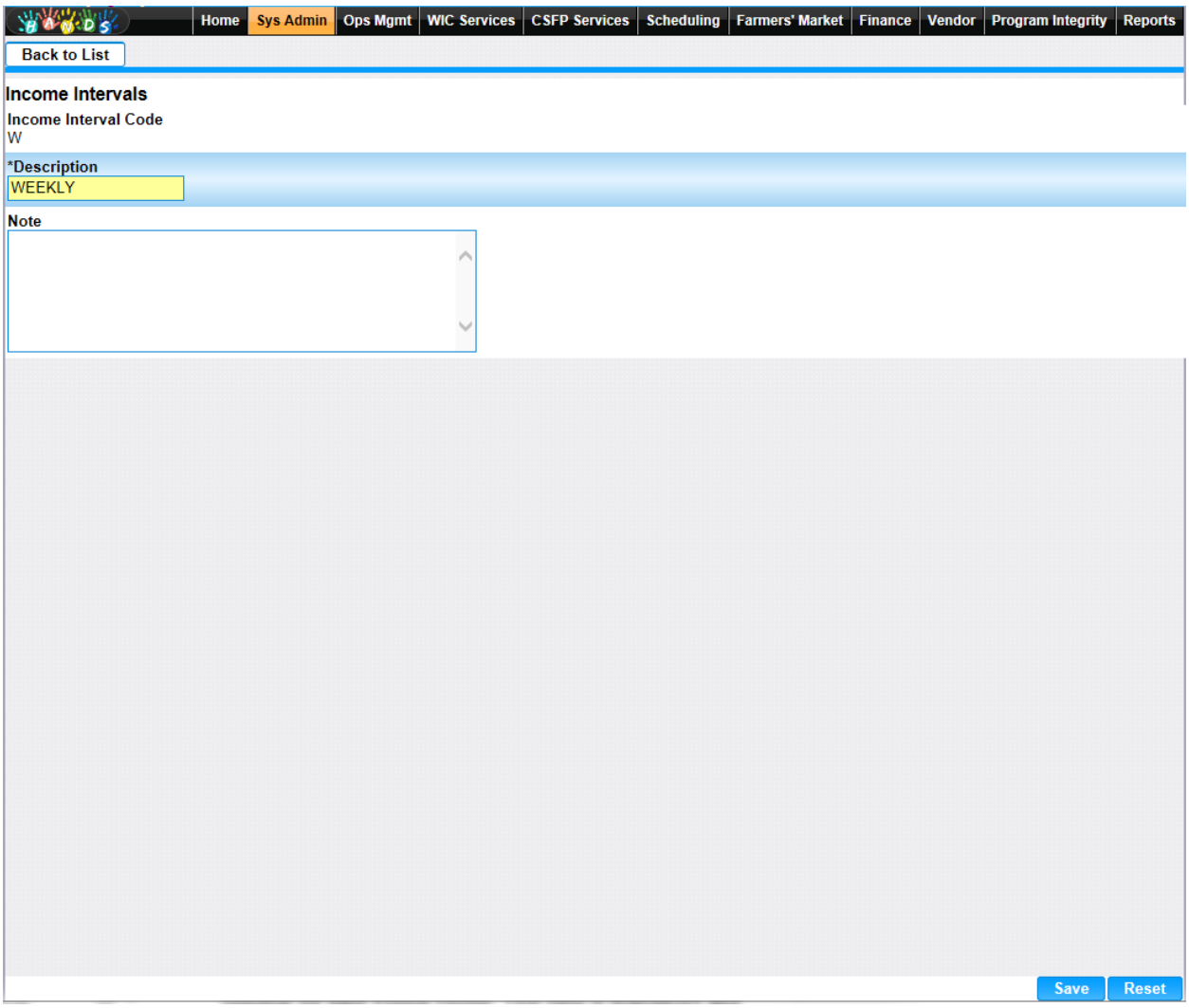


Figure 243: Edit Income Intervals Page

69.2 Delete Income Intervals Page

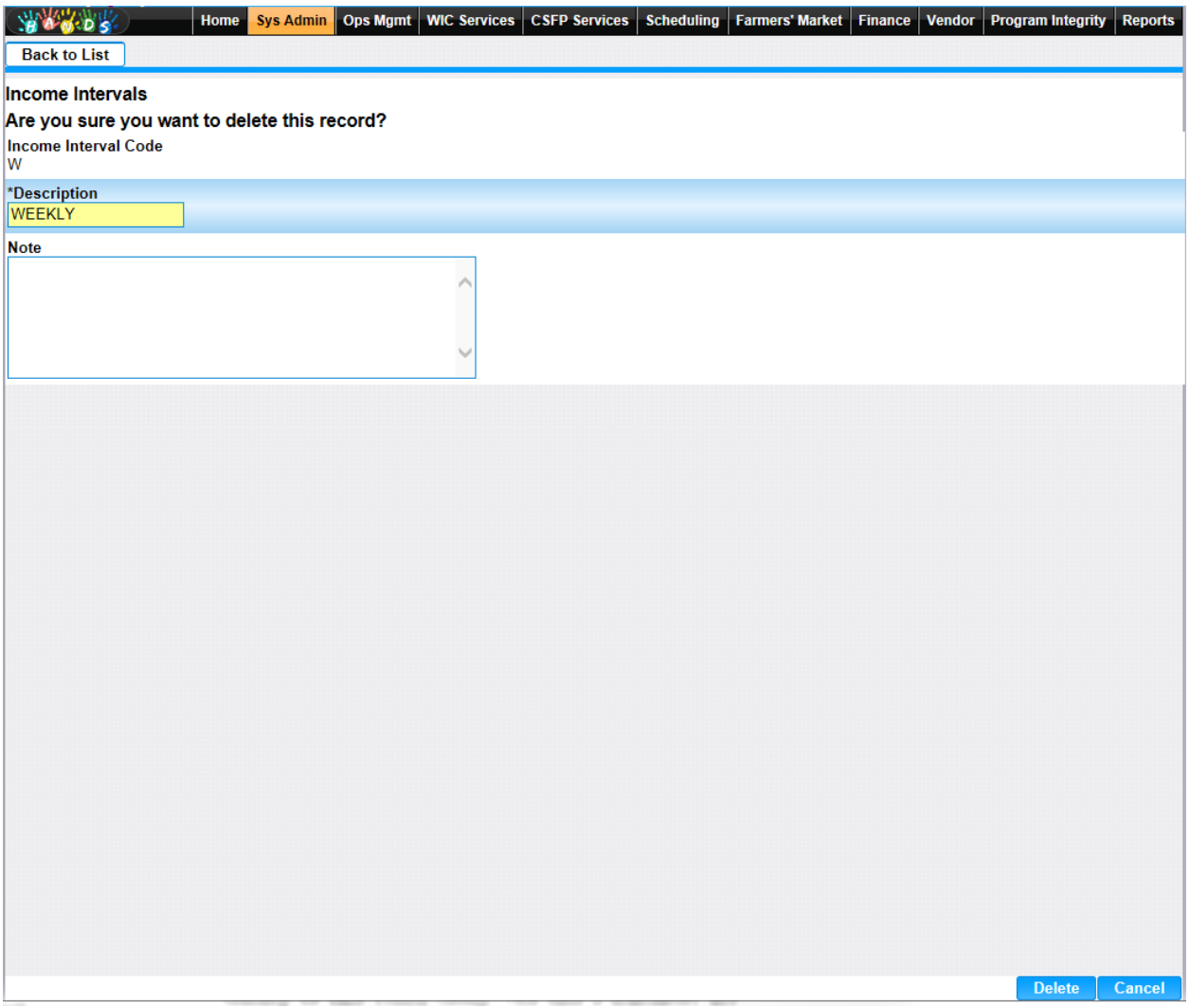


Figure 244: Delete Income Intervals Page

69.3 Add Income Intervals Page

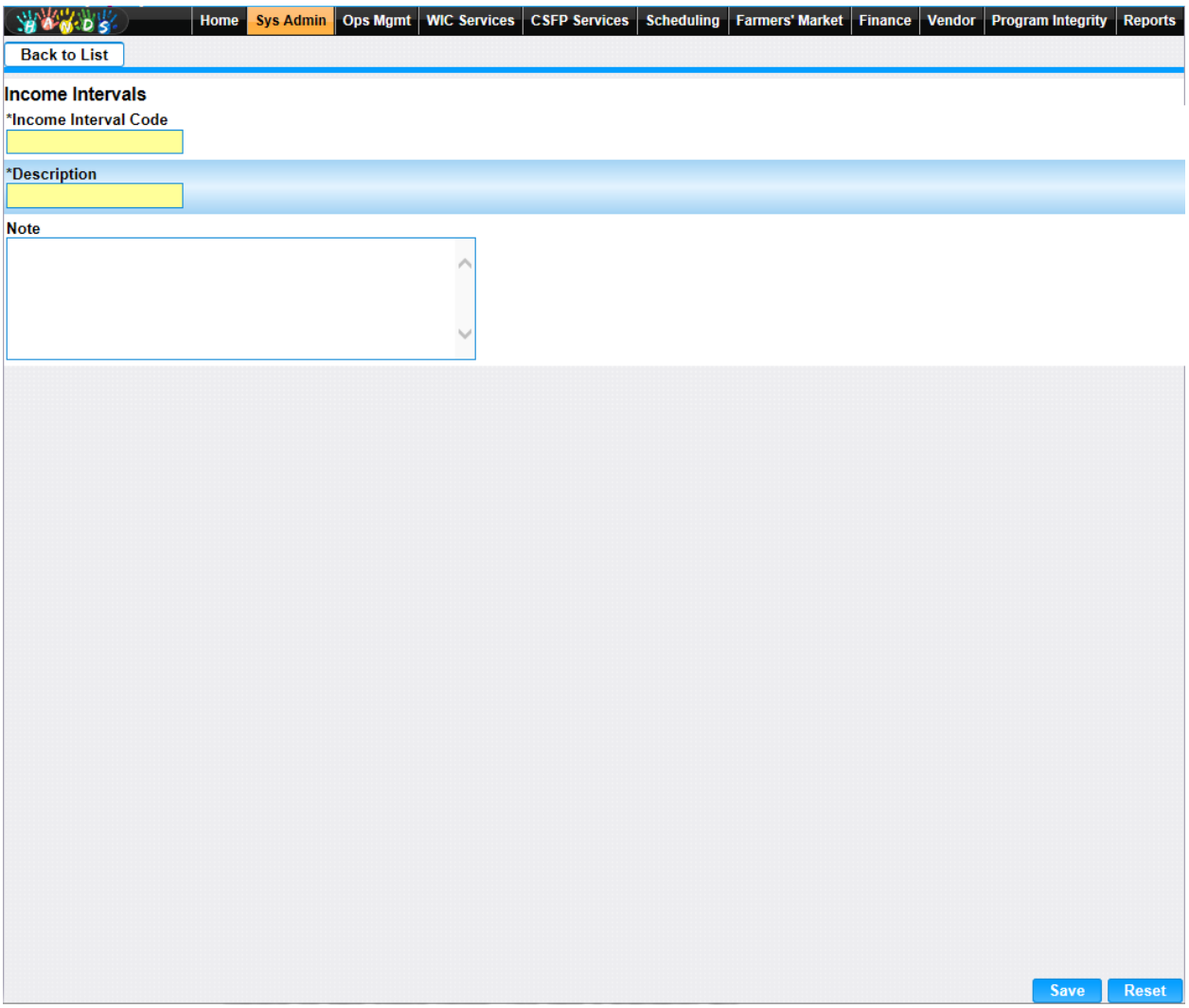


Figure 245: Add Income Intervals Page

70 LANGUAGES

The Languages base table allows for configuration of language types within HANDS.

Navigation Path: Sys Admin | System Base Tables | Languages

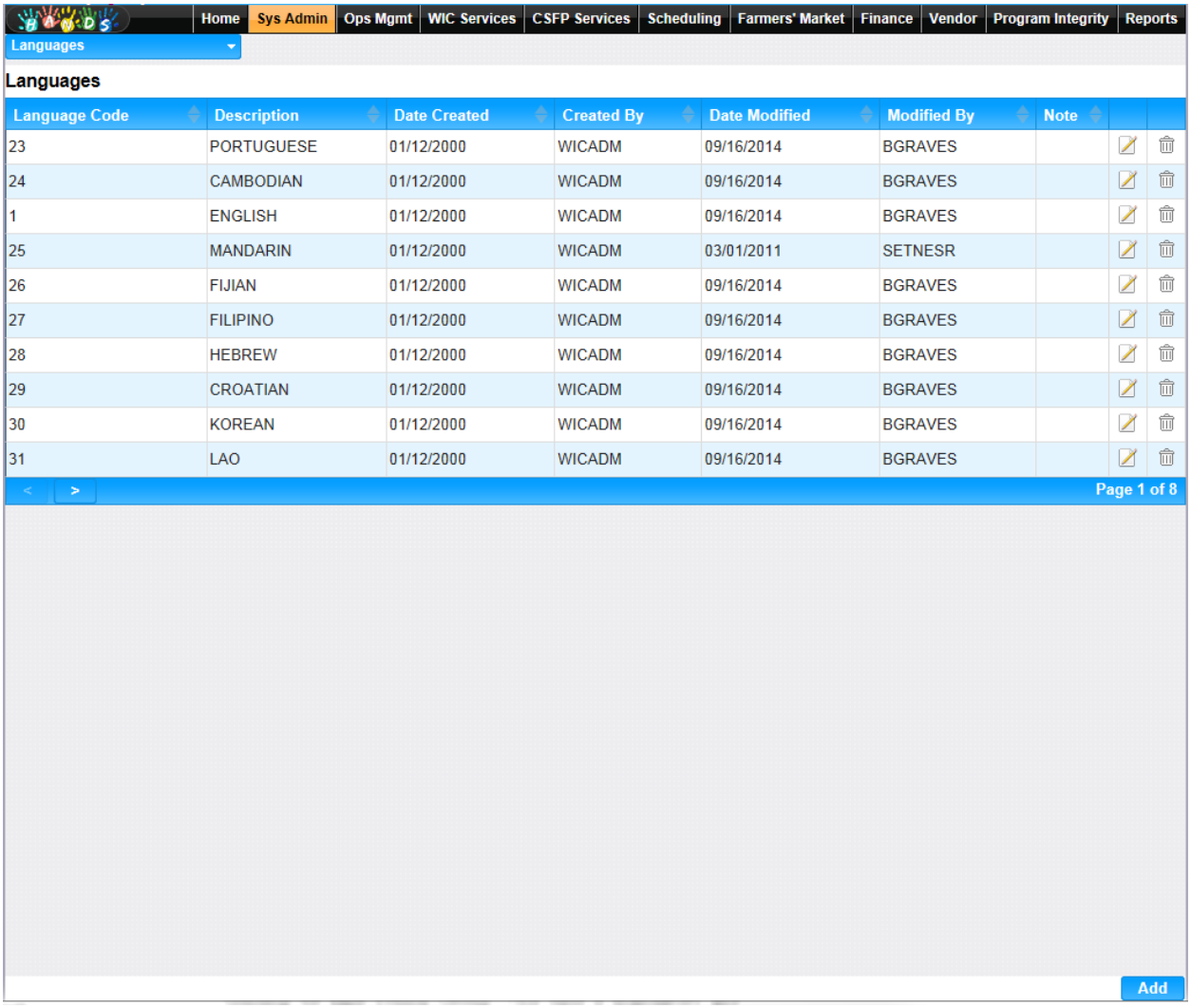


Figure 246: Languages

Fields:

- **Language Code –** A user defined number with a maximum length of 10 digits used to uniquely identify the language type within HANDS.
- **Description –** A verbose description of the language type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Languages Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Languages Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Languages Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

70.1 Edit Languages Page

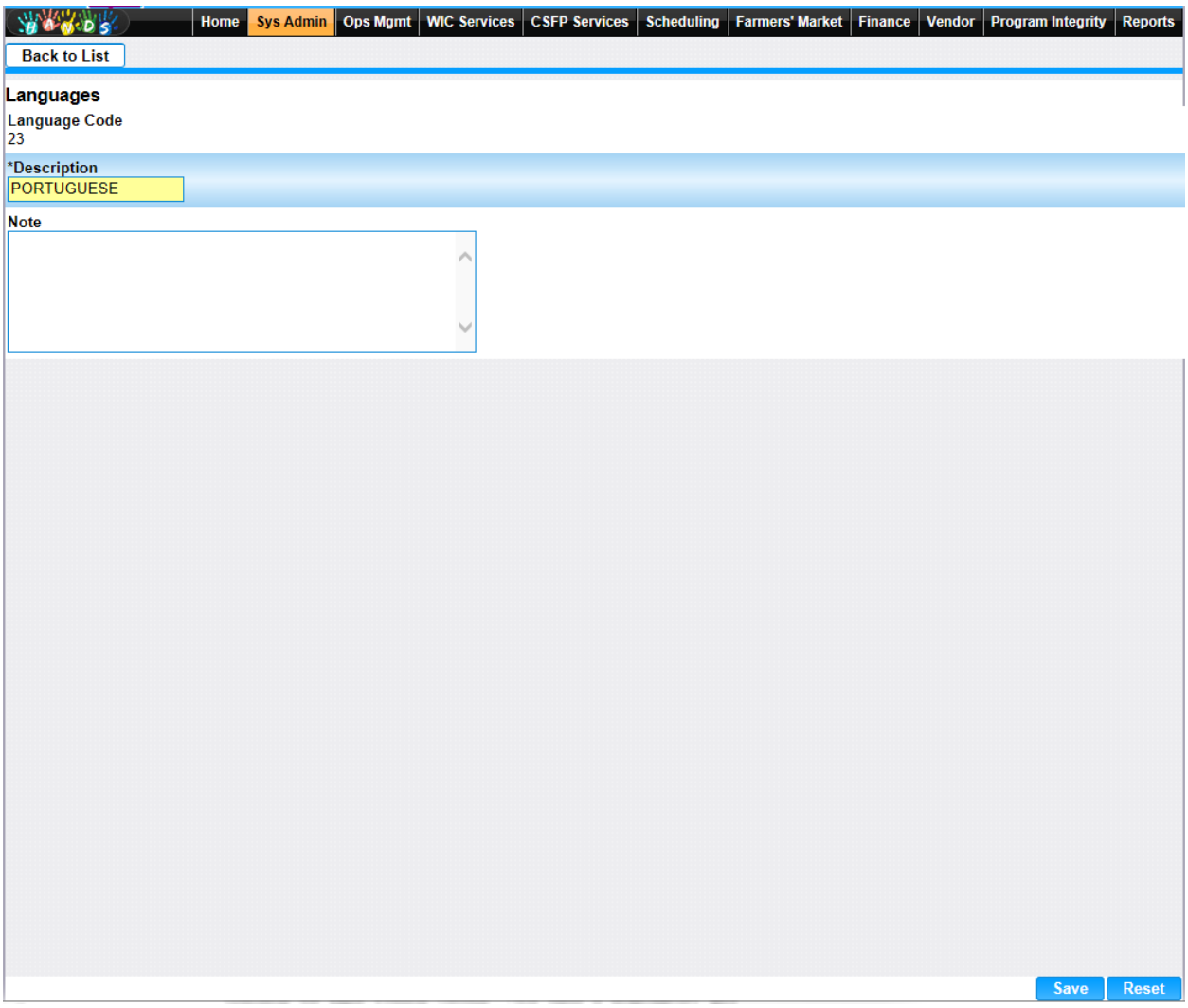


Figure 247: Edit Languages Page

70.2 Delete Languages Page

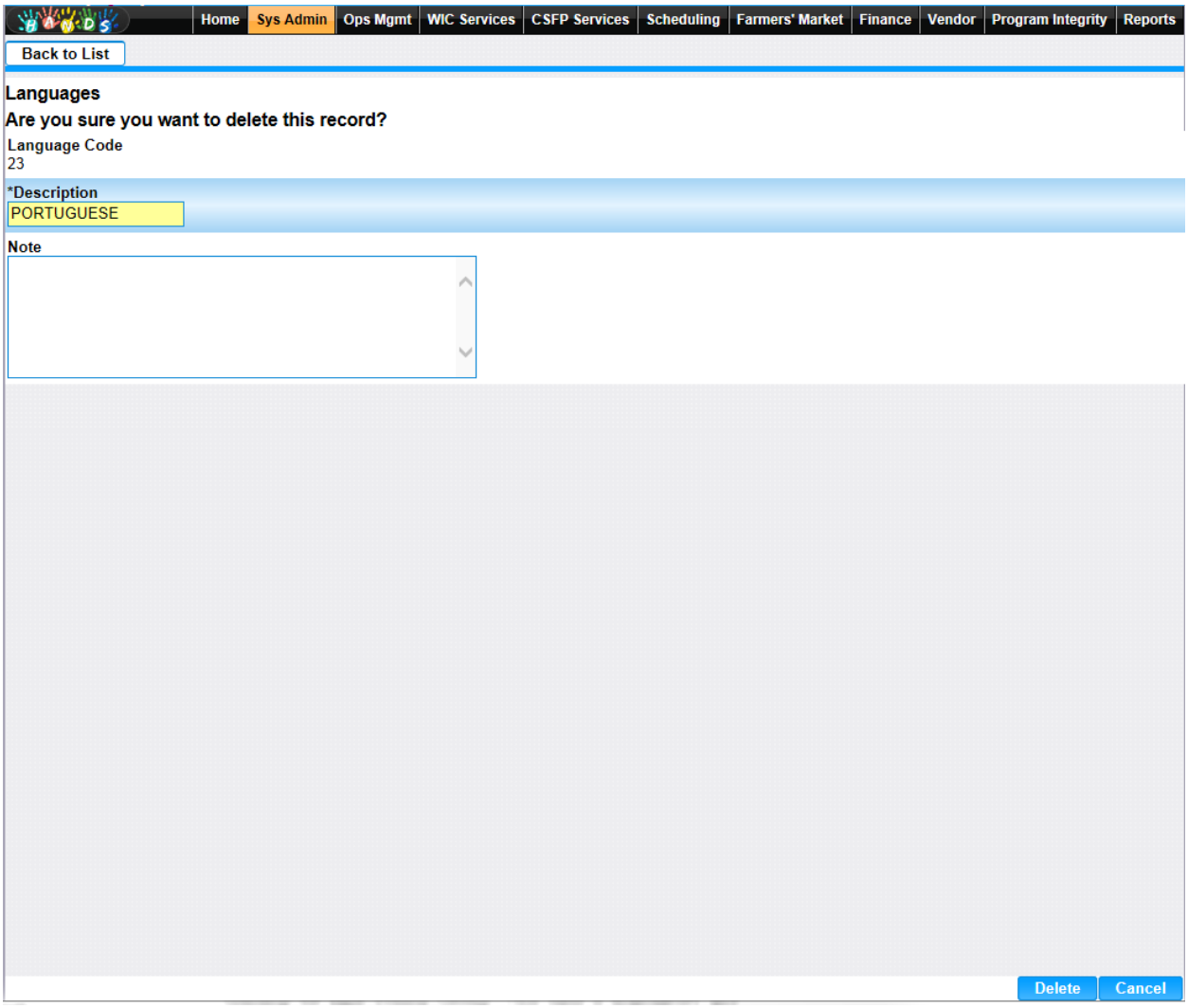


Figure 248: Delete Languages Page

70.3 Add Languages Page

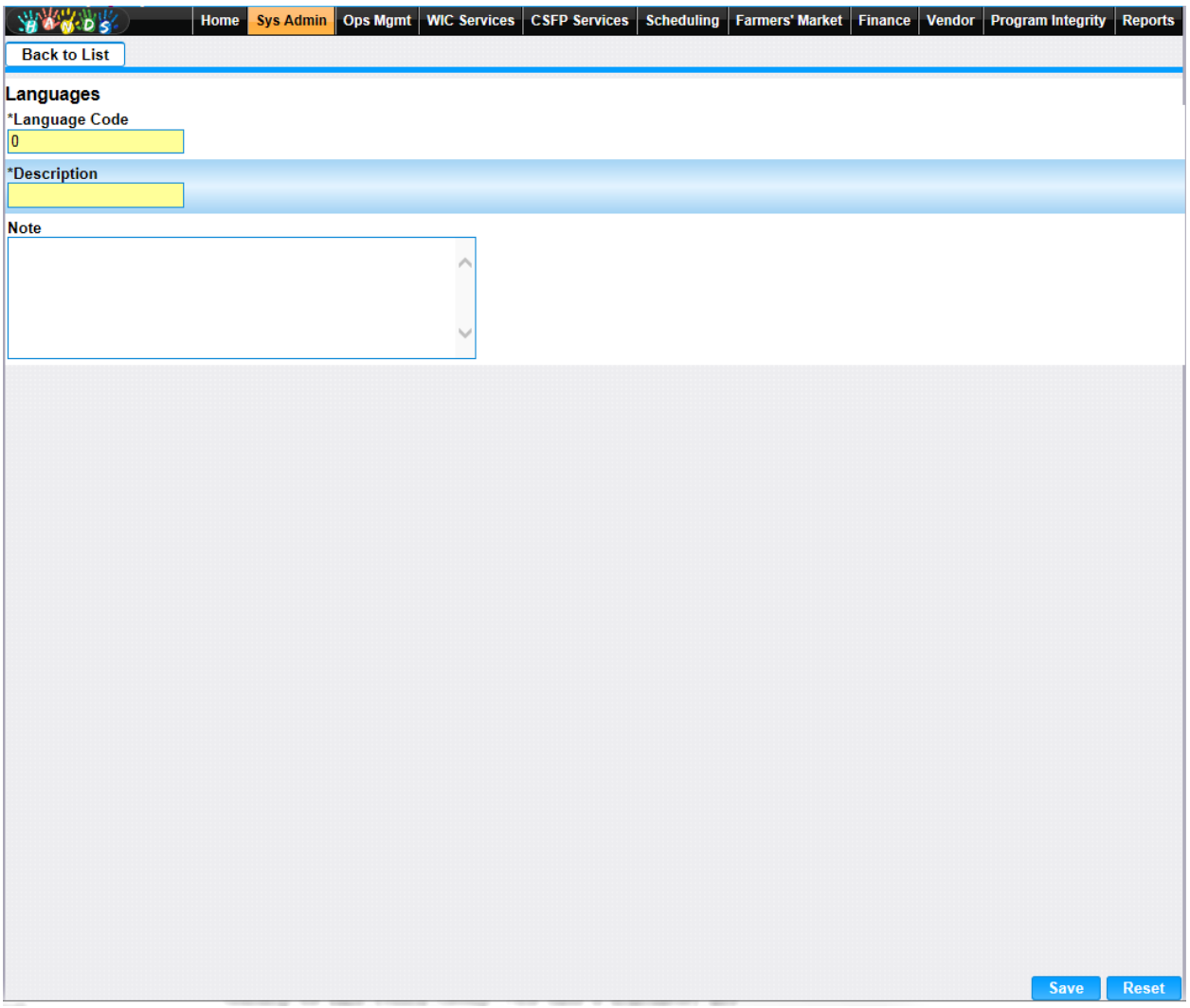


Figure 249: Add Languages Page

71 PRIORITIES

The Priorities base table allows for configuration of priority types within HANDS.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Priorities

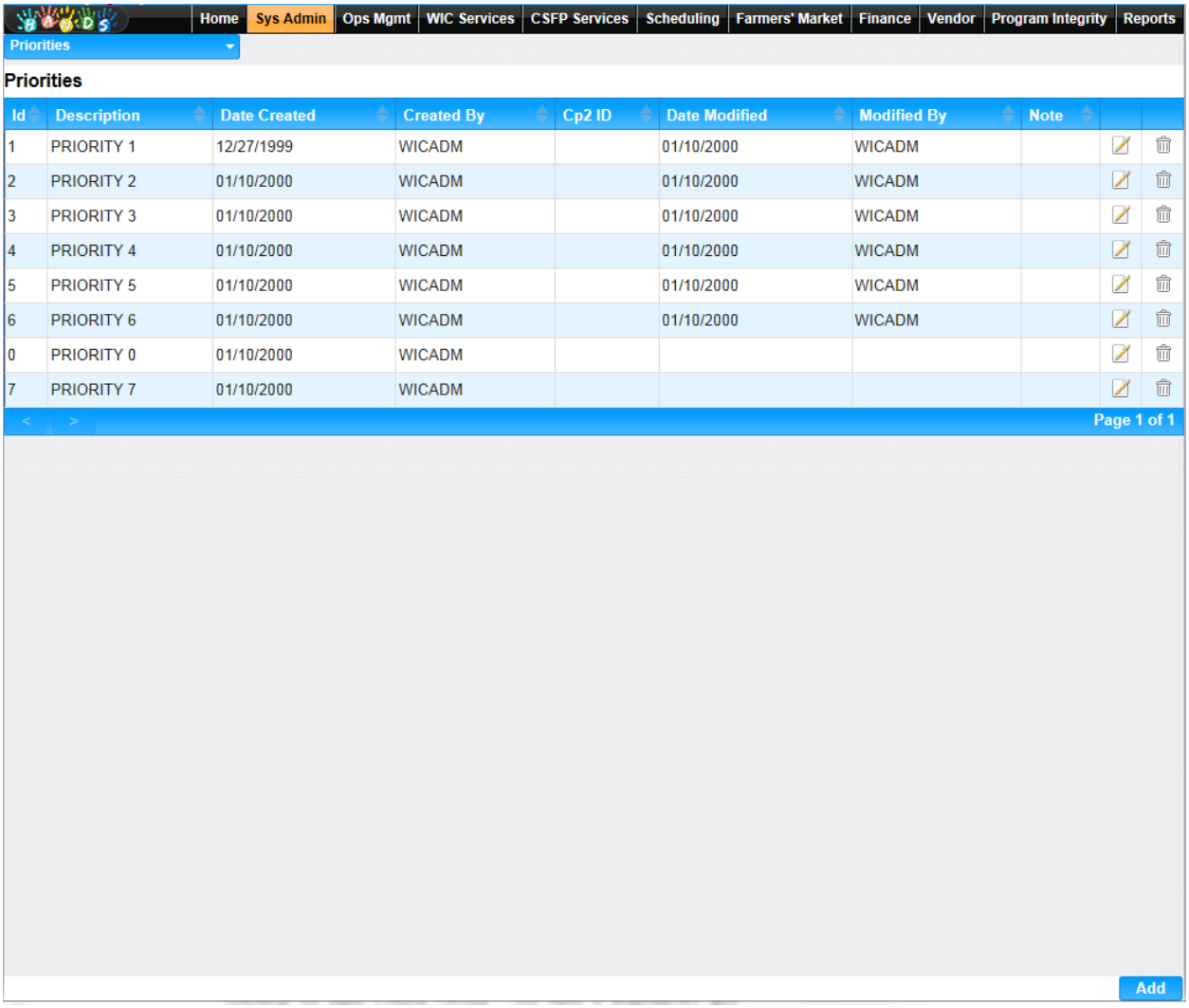


Figure 250: Priorities

Fields:

- **Id –** A user defined number with a maximum length of 2 digits used to uniquely identify the priority type within HANDS.
- **Description –** A verbose description of the priority type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Cp2 ID –** The unique priority level identifier.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Priorities Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Priorities Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation will switch to the Add Priorities Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

71.1 Edit Priorities Page

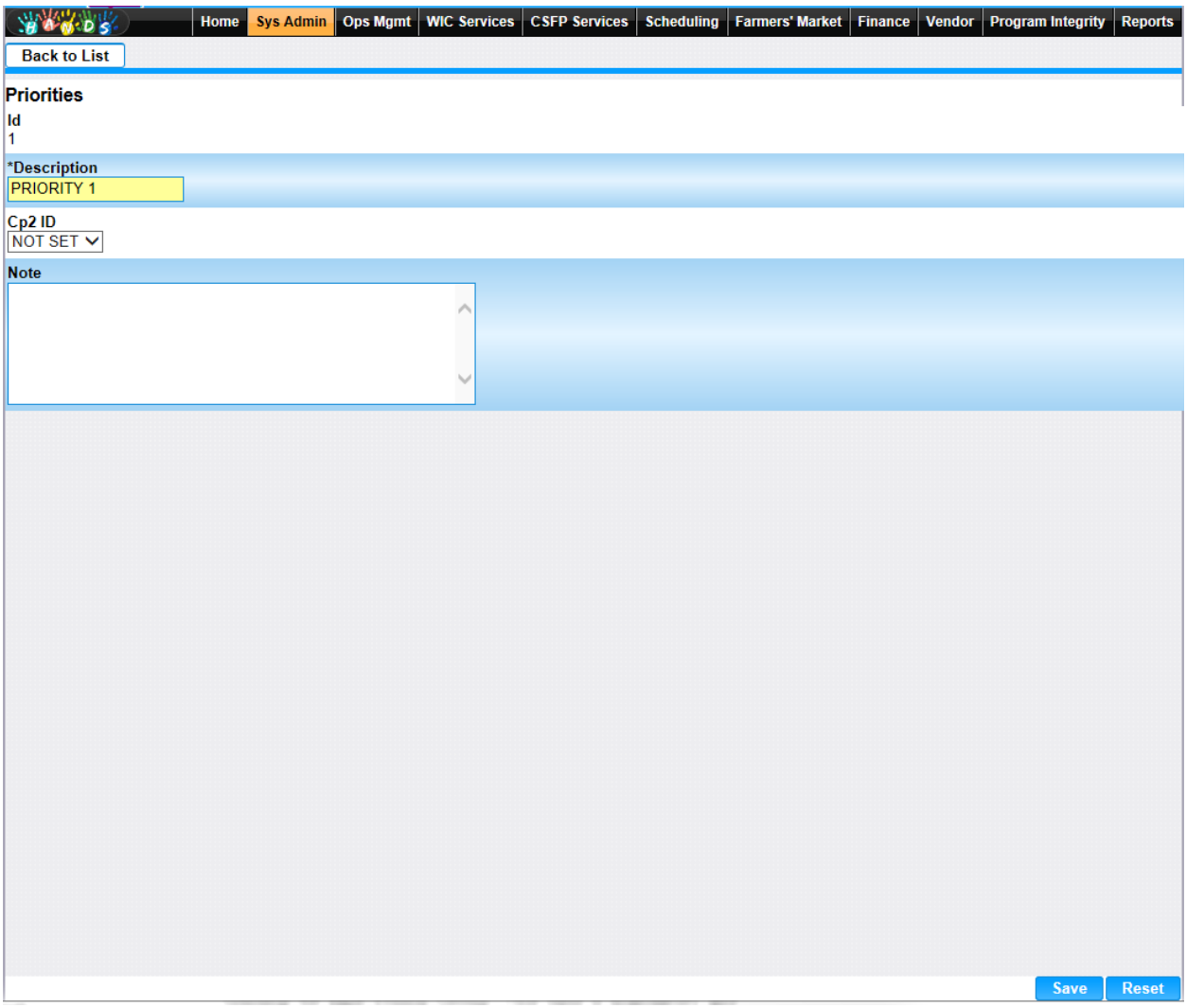


Figure 251: Edit Priorities Page

71.2 Delete Priorities Page

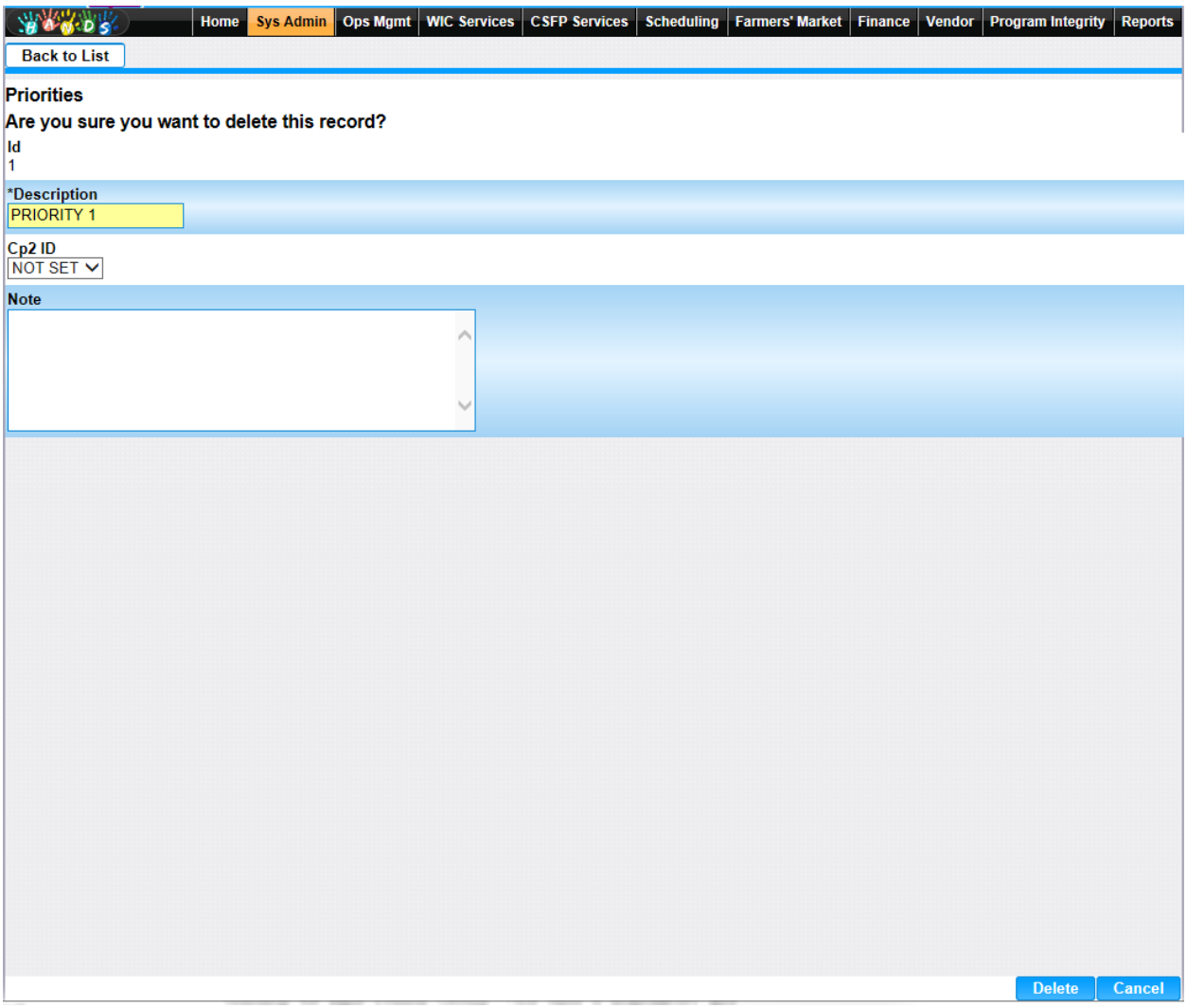


Figure 252: Delete Priorities Page

71.3 Add Priorities Page

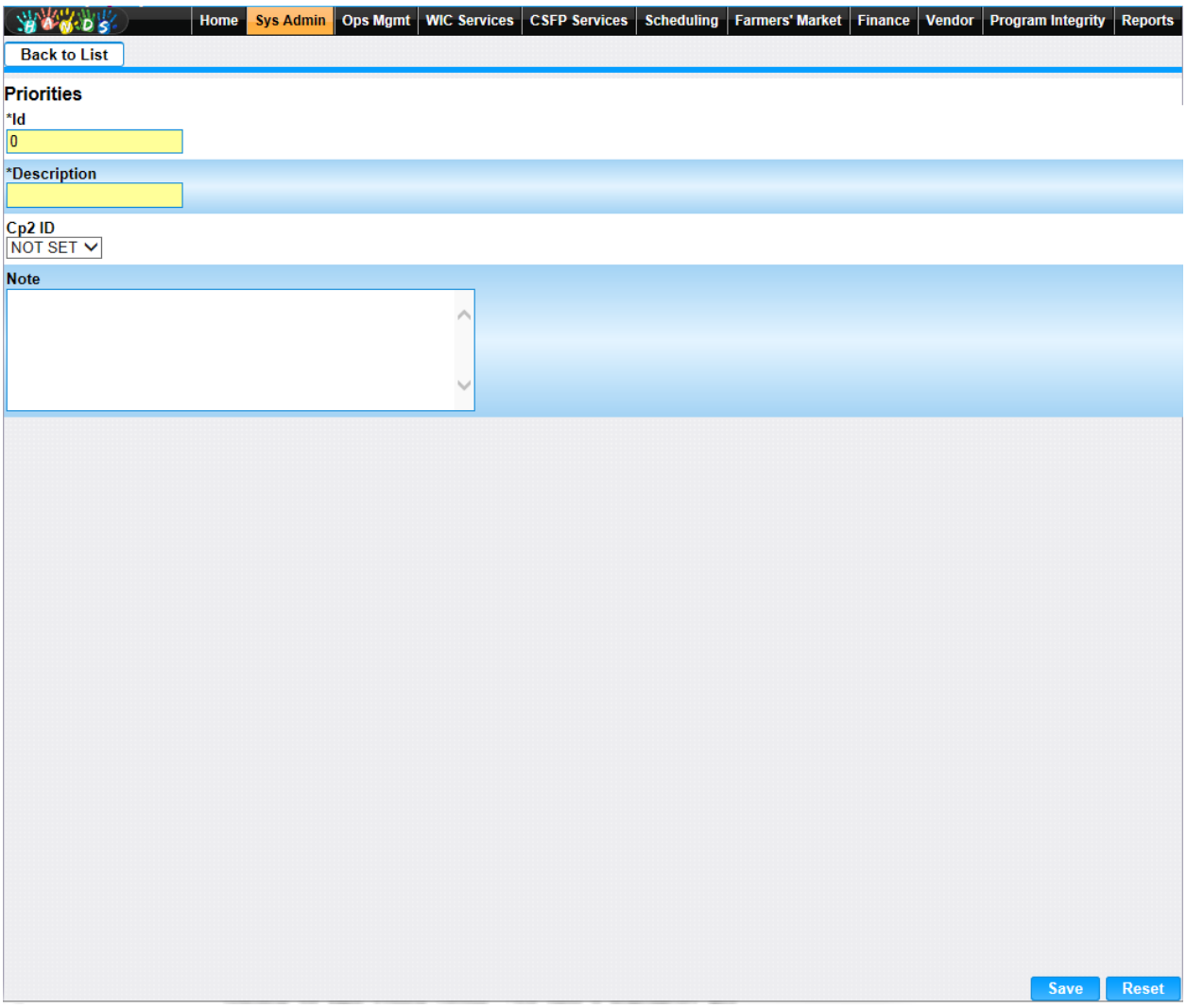


Figure 253: Add Priorities Page

72 RISK FACTOR TYPES

The Risk Factor Types base table allows for configuration of risk factor category types within HANDS.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Risk Factor Types

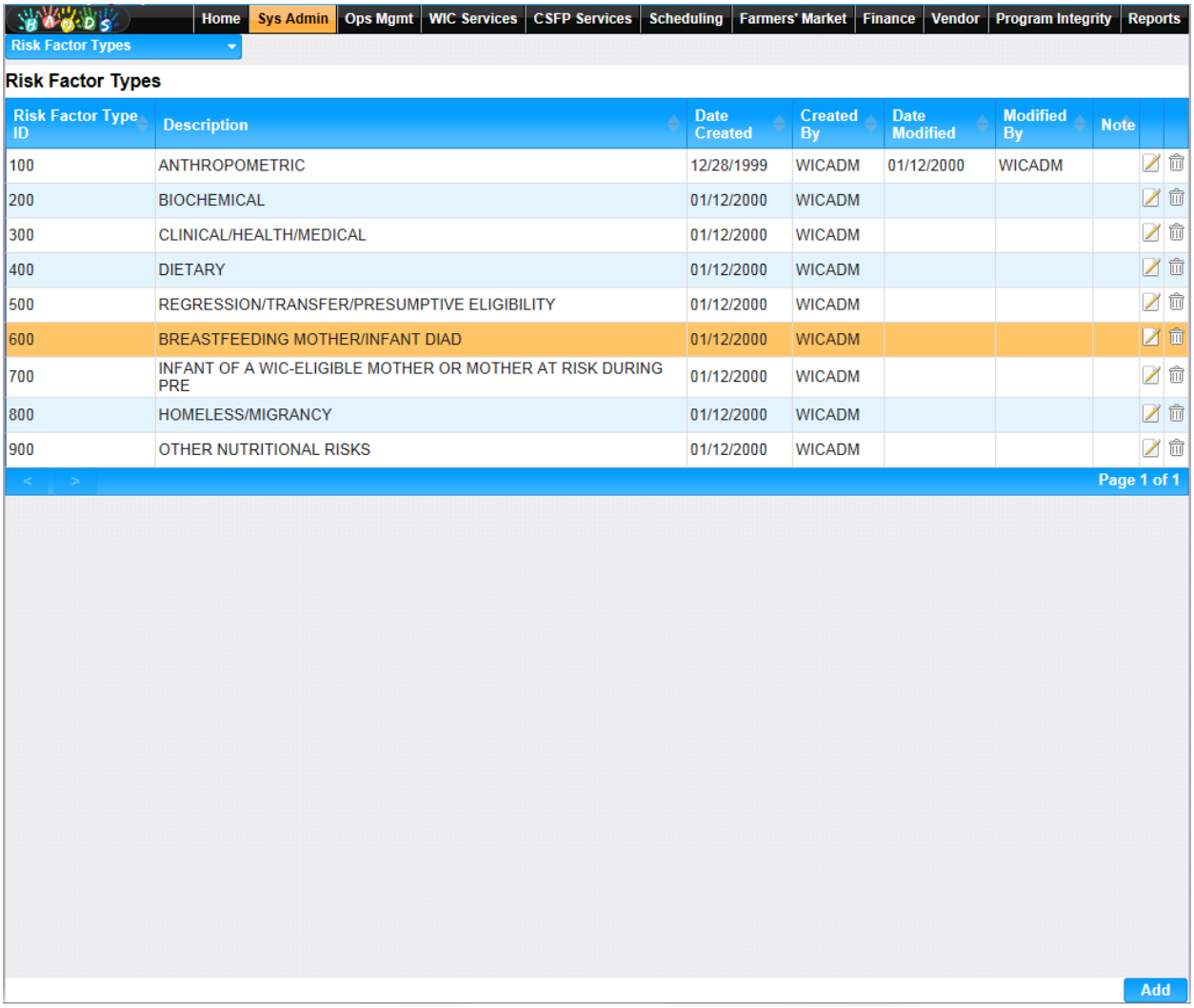


Figure 254: Risk Factor Types

Fields:

- **Risk Factor Type Id –** A user defined number with a maximum length of 4 digits used to uniquely identify the risk factor category type within HANDS.
- **Description –** A verbose description of the risk factor category type.
- **Date Created –** The date when the record was created.
- **Created By –** The User ID of the author who created the record.
- **Date Modified –** The date when the record was last modified.
- **Modified By –** The User ID of the author who last modified the record.
- **Note –** A free text field used for storing notes specific to the record.

- **(Edit Icon) –** When selected navigation will switch to the Edit Risk Factor Types Page pre-populated with the details of the record for editing.
- **(Delete Icon) –** When selected navigation will switch to the Delete Risk Factor Types Page pre-populated with the details of the record to be deleted.

Buttons:

- **Add –** When selected navigation is switched from the Add Risk Factor Types Page.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*

72.1 Edit Risk Factor Types Page

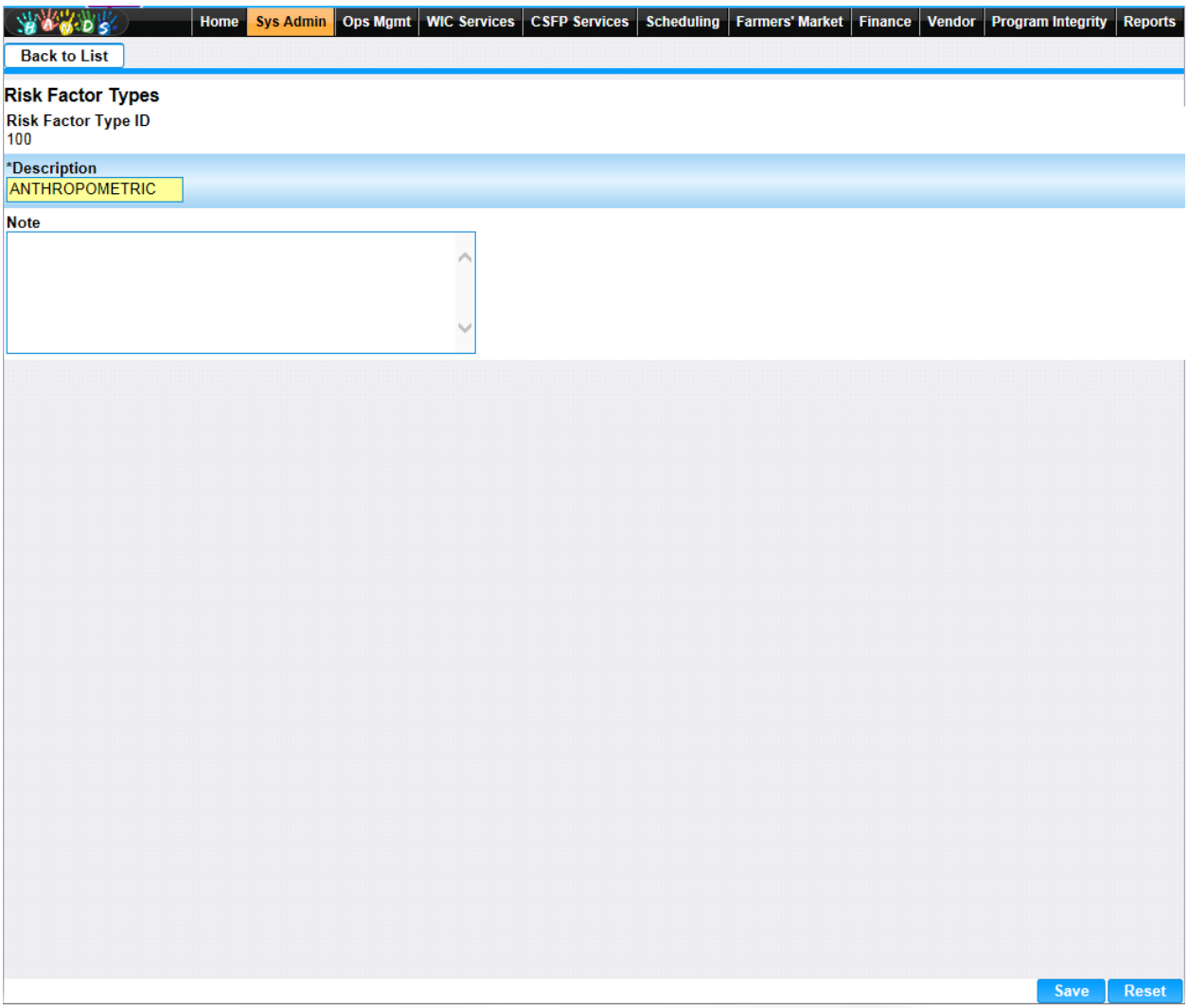


Figure 255: Edit Risk Factor Types Page

72.2 Delete Risk Factor Types Page

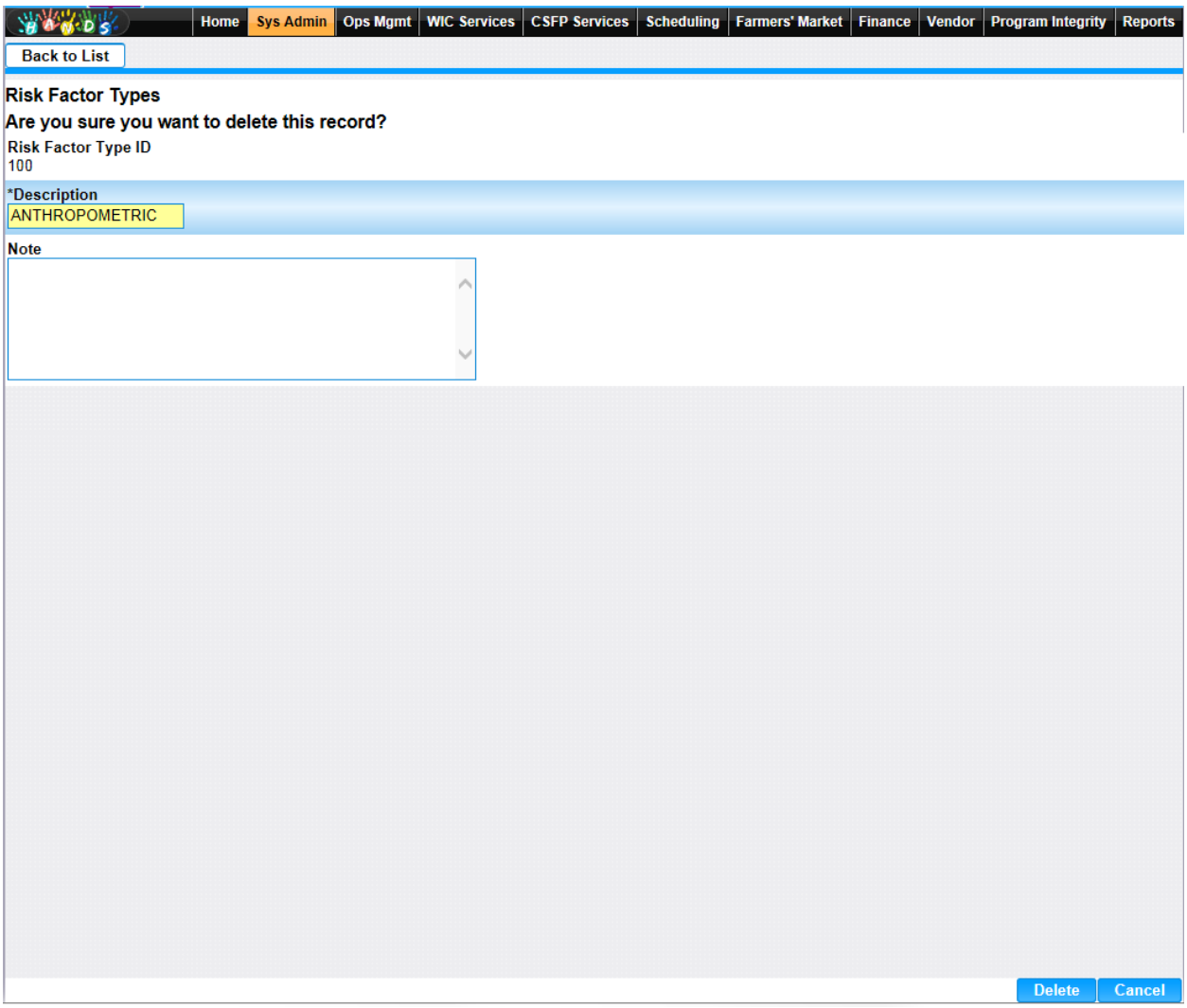


Figure 256: Delete Risk Factor Types Page

72.3 Add Risk Factor Types Page

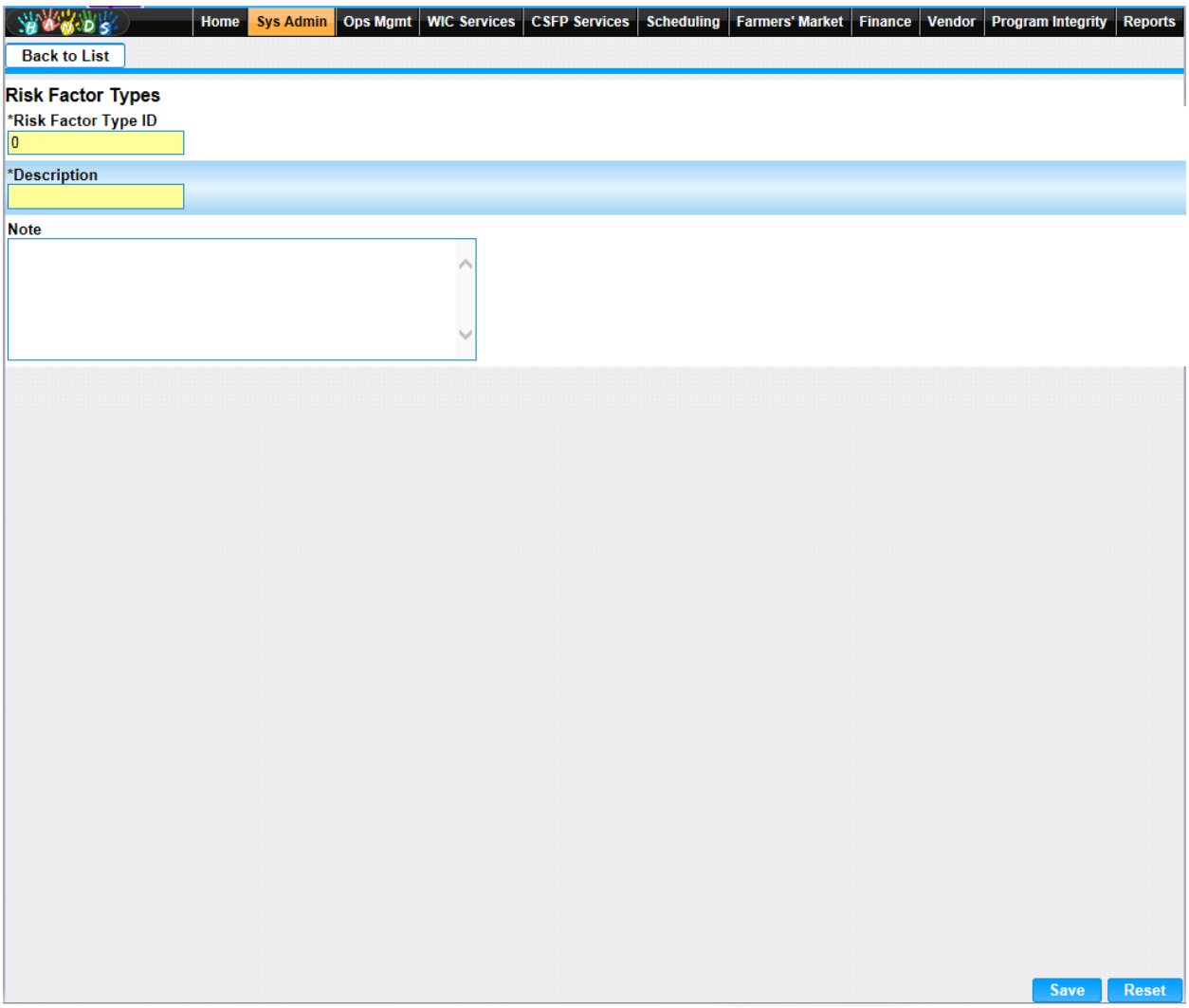


Figure 257: Add Risk Factor Types Page

73 RISK FACTORS

The Risk Factors base table allows for configuration of risk factors by client category group within HANDS.

Navigation Path: Sys Admin | Cert. & Enroll Base Tables | Risk Factors

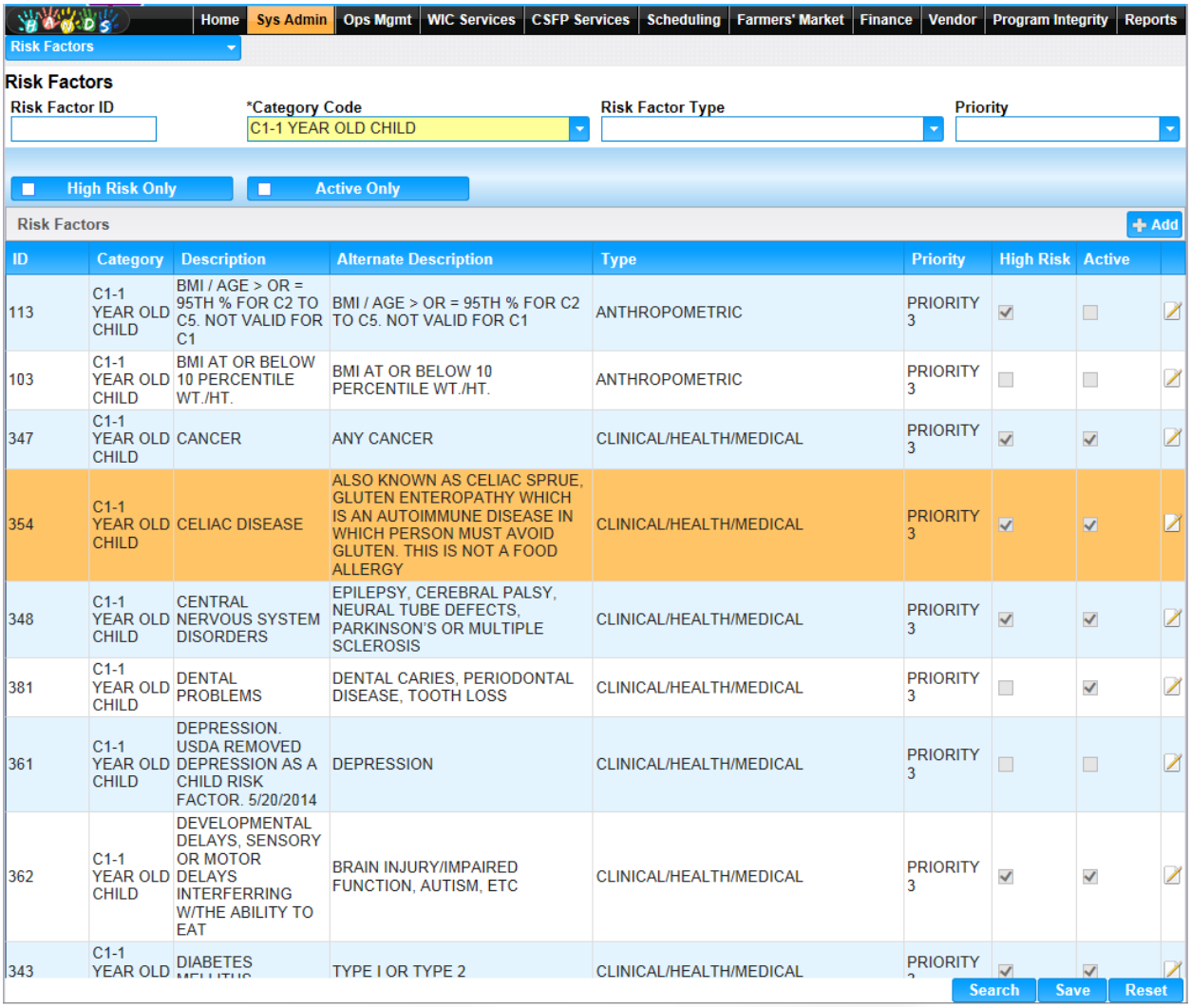


Figure 258: Risk Factors

Fields:

Search Fields:

- **Risk Factor Id –** The unique ID assigned by the user to the risk factor type.
- **Category Code –** The client category code.
- **Risk Factor Type –** The risk factor category type.
- **Priority –** The priority level of the risk factor.
- **High Risk Only –** Filters the search for records set to high risk only.
- **Active Only –** Filters the search for records set to Active only.

- Add – Add new risk factor via the Add Risk Factor modal.

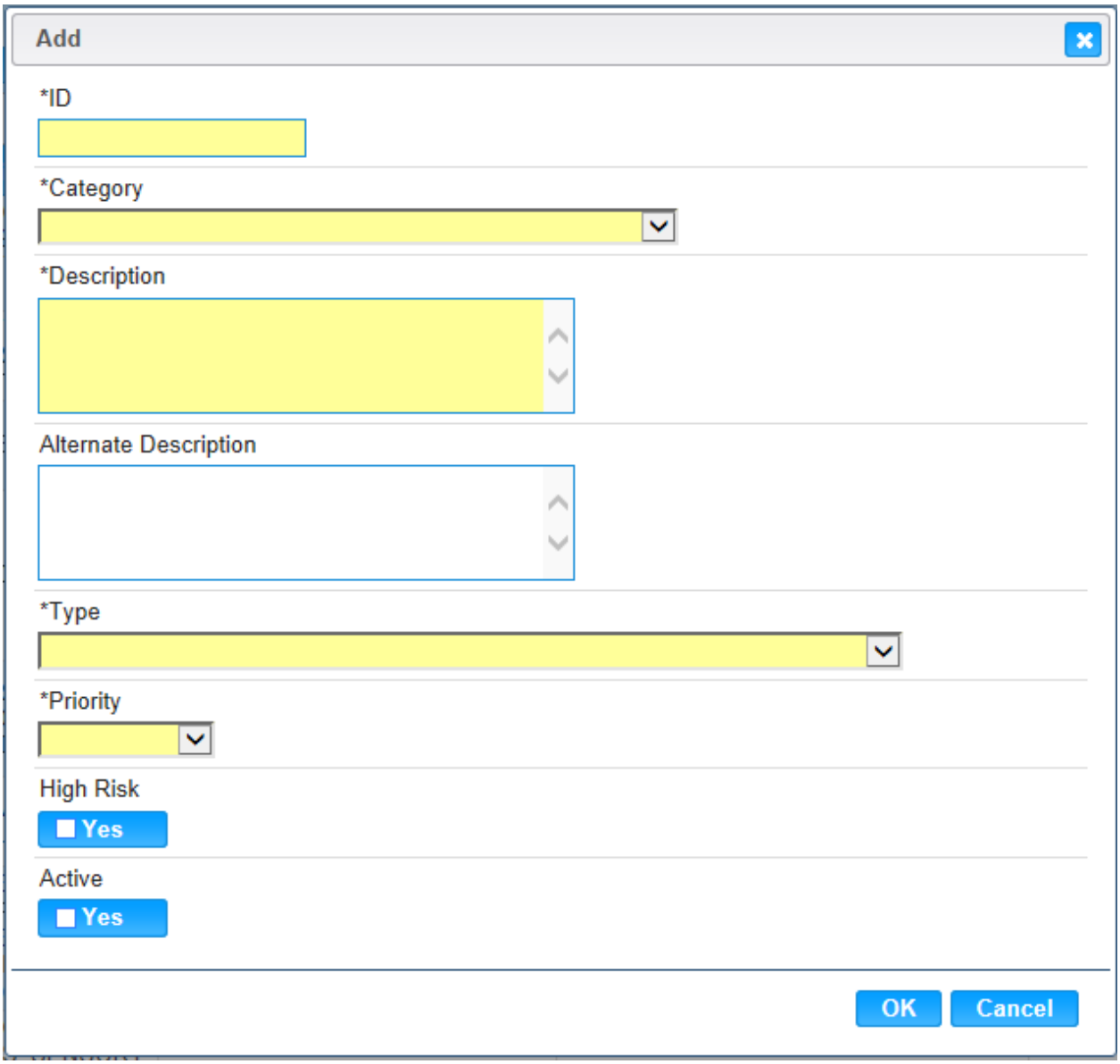


Figure 259: Add Risk Factors Page

- **ID –** A user defined string with a maximum length of 8 characters used to uniquely define the risk factor type.
- **Category**[69] **–** A dropdown list of client category types.
- **Description –** A verbose description of the risk factor type.
- **Alternate Description –** The alternate description of the risk factor type.
- **Type**[70] **–** A dropdown list of risk factor category types.
- **Priority**[71] **–** A dropdown list of priority types.

[69] Refer to section 12, Category Groups
[70] Refer to section 72, Risk Factor Types
[71] Refer to section 71, Priorities

- **High Risk –** Check the High Risk box to configure the risk type as high risk.
- **Active –** Check the Active box to make the risk type available within HANDS.

Search Grid:

- **ID –** A user defined string with a maximum length of 8 characters used to uniquely define the risk factor type.
- **Category –** The client category types.
- **Description –** A verbose description of the risk factor type.
- **Alternate Description –** The alternative description of the risk factor type.
- **Type –** The risk factor category type.
- **Priority –** The priority type.
- **High Risk –** Indication of if the risk factor is high risk.
- **Active –** Indication of if the risk factor is available within HANDS.
- **(Edit Icon) –** When selected navigation will switch to the Edit Risk Factor modal.

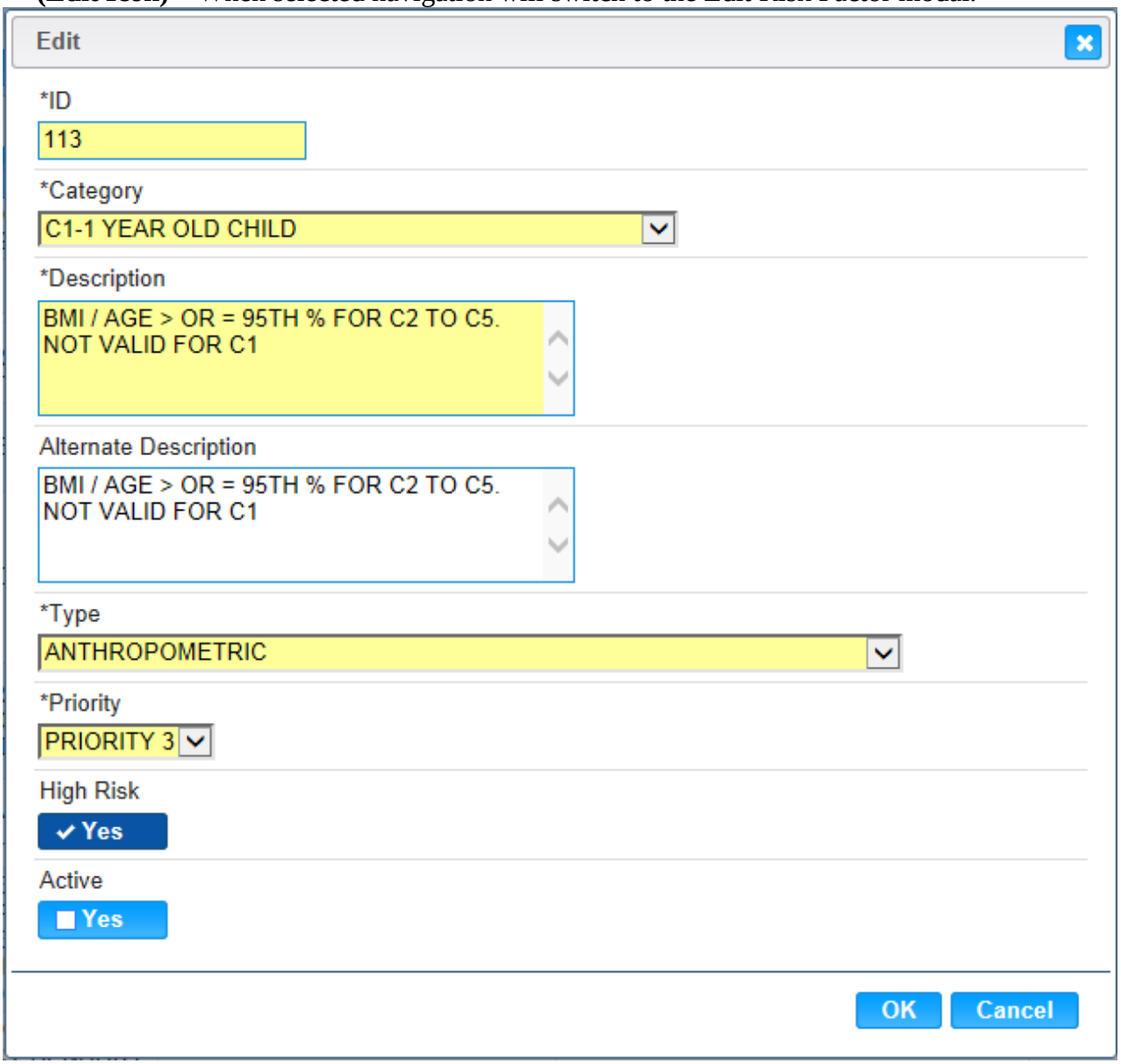


Figure 260: Edit Risk Factors Page

Buttons:

- **Search –** Retrieves risk factor records according to the entered search criteria.
- **Save –** The Save button will save edits made to the risk factors configuration.
- **Reset –** The Reset button clears unsaved edits and retrieves the default search of Category Code set to C1-1 YEAR OLD CHILD.

Calculation(s): None

Background Processes:

1. *The system will validate that all mandatory fields are entered on Save for Add and Edit functions.*